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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications to fund new State Victim Assistance Academies. This program furthers the Department's mission by enhancing the capability of victim service providers to better respond to the needs and rights of all crime victims.

## **FY 2013 State Victim Assistance Academy (SVAA) Initiative Competitive Solicitation**

### **Eligibility**

Eligible applicants are limited to the remaining states that do not currently have a State Victim Assistance Academy funded by OVC. For more information on where OVC-funded or recognized State Victim Assistance Academies are located, visit [www.ovc.gov/training/svaa.html](http://www.ovc.gov/training/svaa.html).

Applicants are limited to public agencies, colleges, and universities (including tribal institutions of higher education), state governments, and nonprofit organizations, including tribal and faith-based organizations that can demonstrate capability to carry out all statewide planning activities required by the funded project.

### **Deadline**

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. (See "How To Apply," page 22.) All applications are due by 11:59 p.m. eastern time on Monday, May 13, 2013. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). **Note:** The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with the programmatic requirements of this solicitation, contact Sharron Chapman, Lead Victim Justice Specialist, at [Sharron.Chapman@usdoj.gov](mailto:Sharron.Chapman@usdoj.gov) or 202-305-2358.

Grants.gov number assigned to this announcement: OVC-2013-3586

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# **FY 2013 State Victim Assistance Academy (SVAA) Initiative Competitive Solicitation CFDA # 16.582**

## **Overview**

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

OVC intends to make funding available for up to six new SVAAAs under this solicitation at \$35,000 each for the initial planning year. Based on grantee performance and the availability of future funds, continuation funding will be available for 4 subsequent years. During the 5-year funding cycle, OVC will provide a total of \$195,000 to support the SVAA. A cash or in-kind match for 25 percent of the total federal grant each year will be required. OVC will also ensure that technical assistance is available to grantees to assist in this multiyear effort.

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

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov in order to submit an application. 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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on Monday, May 13, 2013. See "How To Apply" on page 22 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Program-Specific Information**

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

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

1998 Michigan  
1999 Colorado, Connecticut, Pennsylvania, Texas, and Utah  
2000 Vermont  
2002 Arizona, Maine/New Hampshire, Maryland, Missouri, and Oregon  
2003 Georgia, Illinois, and New York  
2004 California, Minnesota, South Carolina, and Tennessee  
2005 Florida, Idaho, Louisiana, Massachusetts, Puerto Rico, and Washington  
2006 Arkansas, District of Columbia, Iowa, and Virginia  
2007 New Jersey, North Dakota, Rhode Island, and West Virginia  
2008 Alabama, Alaska, and Oklahoma  
2011 Indiana, Kentucky, Nebraska, and Wisconsin  
2012 Kansas, Montana, and Nevada

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

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

Applicants must demonstrate the following:

- Commitment from the state Victims of Crime Act (VOCA) victim assistance and compensation program offices, as well as other allied organizations, to help develop the academy, including the provision of financial support after completion of the 5-year federal grant. (Note: This financial support may be in the form of a percentage of VOCA administrative/training funds, as well as other appropriate state training funds available to build the capacity of victim service providers to assist victims of crime in that state.)
- Commitment from an accredited college/university with departments in related subjects such as criminal justice, victim services, social work, counseling, human services, curriculum design, etc., or, at a minimum, faculty with expertise in these subjects. The college/university academic partner would generally host and promote the SVAA; provide academic credit; provide classrooms and accommodate breakout sessions with rooms, as necessary; and, with assistance from a diverse, statewide steering committee, help oversee the planning, implementation, and evaluation of the project.

- Commitment to meet with OVC and other SVAA grantees at the beginning of the grant period to share planning strategies, clarify implementation issues, and receive additional programmatic and grant-related financial management training to help ensure successful grant implementation.
- Commitment to adopt NVAA curriculum and training approaches. SVAA's are modeled after the curriculum and approaches employed by OVC's NVAA, which is an additional resource to support the effectiveness of SVAA's. OVC is in the process of revising the NVAA to adopt a blend of online and in-person training. The revised NVAA will be available in 2014. Until then, active OVC SVAA grantee curriculum developers and/or leaders are encouraged to review Track 1 of the NVAA, which is available for download from OVC's Training and Technical Assistance Center (TTAC), in order to incorporate the NVAA curriculum and training approaches into SVAA planning efforts. An alignment of this nature between NVAA and the SVAA's will guarantee positive results in OVC's effort to provide consistency, quality, and accuracy in the overall educational design for victim assistance throughout the Nation.
- Commitment to work with OVC, the OVC TTAC staff, and consultants to coordinate the utilization of training resources that will ensure successful program implementation. This includes the completion of curriculum development and ultimate trainer sessions for relevant SVAA leaders and instructors. Applicants should anticipate fulfilling these training requirements through utilization of OVC TTAC's Training by Request for in-person or online training. SVAA leaders will also have the opportunity to receive technical assistance on program development and implementation from dedicated OVC TTAC consultants.
- Commitment of the SVAA project director and/or the SVAA coordinator to be available as necessary to share SVAA information and provide technical assistance and mentoring to other state academy grantees through various methods. These methods include grantee meetings, onsite visits where applicable, quarterly SVAA grantee conferences by phone, and via the SVAA Online Learning Community. The SVAA Online Learning Community provides the means through which grantees at all stages of their grant cycles and SVAA institutionalization beyond the OVC grant period can share planning strategies, lessons learned, goals and implementation challenges, and successes with one another.

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

Since the Fiscal Year (FY) 2013 funding is intended to support Year 1 planning activities, the application should focus on describing the following tasks and deliverables:

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

in the victims field, and the role each member will play in implementing the SVAA. OVC recommends that applicants develop and obtain signed Memoranda of Understanding (MOU) or Letters of Commitment from all steering committee members to clarify and establish clear roles and responsibilities of members and secure resources to support the SVAA from the participating agencies.

2. **Partnership With Academia.** Establishing a partnership with the academic community is essential. This partnership involves several components, including provision of academic credit through an accredited college or university, establishment of a college/university as a potential host site, help with the training needs assessment and evaluation process, and use of expert faculty to help develop state-specific curricula and help oversee the academy. A college/university also should be able to provide in-resident faculty, low-cost dormitory housing (if/when needed), large and small classroom/training spaces to accommodate both plenary and smaller breakout groups, and a library with Internet access and sufficient computers to allow students access to online educational materials. Applicants are encouraged to develop an MOU or obtain a Letter of Commitment from the academic partner that outlines the specific roles, responsibilities, tasks, and other resources that will be dedicated to the SVAA.
3. **State Training Assessment.** Some states recognize the diversity of the victim assistance workforce and established minimum training requirements for the victim assistance providers, while other states have already sponsored educational programs. The steering committee should oversee an assessment of existing state-sponsored educational initiatives and victim assistance training resources. Establishing an SVAA is likely to require a determination regarding how existing training initiatives and resources will combine with or complement an SVAA.
4. **Curriculum Design.** OVC TTAC offers curriculum design training. The training was developed for individuals who design and deliver curricula and for those who are involved in planning, developing, and delivering training. OVC TTAC training offers SVAA grantees the ability to learn and apply adult learning principles in creating training modules for their SVAA. In sum, OVC TTAC will provide the necessary course work to allow SVAA grantees to: apply effective training techniques that appeal to different adult learning styles; develop a simple training needs assessment plan; prepare a brief presentation that illustrates the five core components of effective communication; learn how to facilitate training and work effectively with challenging participants; and identify levels of training evaluation. Applicants must identify how they will work with OVC TTAC to design and deliver their SVAA curricula as well as the process they will use to evaluate its effectiveness. Modifications to the training curriculum and delivery should be indicated along with the rationale for making the revision.
5. **Student Selection.** In Year 1 of the grant, the steering committee should begin to formulate the student selection criteria, including a method for screening students, and finalize the process in Year 2. For example, some SVAA grantees have encouraged attendance by community teams of providers to help promote a coordinated community response to crime victimization. Other methods include use of a selection committee to choose students after reviewing students' applications and letters of recommendation sent in support of the student's application to that state's SVAA. Grantees are encouraged to emphasize student diversity based on geographic location, demographics, and professional agency affiliation in their selection criteria.

6. **Staffing Issues.** The steering committee should address staffing, including the type and number of staff needed to plan, organize, and manage the state academy. In addition to choosing staff to direct the project and provide administrative support, the committee should address the selection of teaching faculty and the determination of which modules will be taught by college/university faculty and which will be presented by local agency and advocacy group representatives, and which modules may be co-presented by both practitioners and academicians. OVC encourages a blend of practitioners and academicians. Finally, the committee must identify a method for assisting teaching faculty to develop presentations with an interactive format. The OVC TTAC Ultimate Trainer (training of trainers) course incorporates state-of-the-art adult learning principles into a universal training format that is available as a resource in this effort.
7. **Financial Plan.** Another first-year activity is the development of a viable financial plan to operate and sustain the SVAA. Financial plans must account for the continued match of OVC federal funds as well as for continuation of the SVAA throughout the 5-year funding cycle. Although VOCA funds cannot be used as a match for this grant, OVC has issued guidance to state VOCA administrators authorizing them to make available a percentage of their administrative funds to supplement OVC funding for the development and implementation of state academies. However, these VOCA funds may not be counted as part of the matching requirement.

OVC recommends the development and submission of MOUs or Letters of Commitment that outline the commitment of SVAA steering committee members and partners to support, develop, and sustain the SVAA effort throughout the 5-year OVC funding cycle and beyond. SVAA financial plans should track resource commitments from SVAA steering committee members and partners and address additional issues such as:

- Leveraging and coordinating existing training resources for victim service providers within the state or region;
  - Identifying cost-saving measures, such as providing non-residential training and using Web-based training methods;
  - Identifying at what stage the project will be fully funded by sources other than OVC funding and by what means this will occur; and,
  - Identifying potential strategies to develop a self-supporting SVAA training service.
8. **Evaluation.** Evaluation is necessary to ensure that each OVC project is operating as designed and achieving its goals and objectives. The applicant must include a plan to perform basic evaluation of the project, incorporating the performance measures identified in this solicitation and any other performance indicators identified by the applicant. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the identified outcomes by clearly stating the goals and objectives; establishing links between program activities and objectives; and identifying performance measures. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. The evaluation plan should identify all resources that will be devoted to conducting the assessment, including the identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the

semiannual progress report, as well as part of the final report due within 90 days of project completion.

9. **Memoranda of Understanding/Letters of Commitment.** OVC recommends that all partnering agencies represented on the steering committee sign an MOU or Letter of Commitment, outlining how they will be involved in planning and implementation of the SVAA. Applicants are encouraged to identify the specific resources that each agency will dedicate to support the SVAA in the MOUs. The purpose of an MOU is to identify the type and level of commitments each partnering agency is willing to make toward the implementation of the SVAA. By identifying specific roles and obligations and requiring signatures of all agency heads, each agency will feel a high level of commitment to the overall partnership and its decisions and actions. MOUs may also be developed for allied organizations that do not serve on the steering committee but support the SVAA. MOUs should identify specific commitments that are not dependent upon OVC funding (i.e., providing staff resources, training facilities, or other needed resources). MOUs should state the type of resource(s) being provided, for what purpose, and length of time.

**Project Components:** The 5-year project involves the following tasks and deliverables during each year of program operation:

#### Year 1

- Formation of a diverse planning/steering committee of victim assistance, criminal justice, and social service professionals to strategically plan the development of the SVAA.
- Development of MOUs that relay commitment of SVAA partners to develop and support the SVAA.
- Distribution and analysis of a statewide training needs assessment to ensure academy offerings represent the training and educational needs of the respective state while avoiding duplication of existing training efforts.
- Begin SVAA curriculum outline and research.
- Completion of OVC TTAC curriculum development training by relevant SVAA staff.
- Development of specific financial plan to operate the SVAA during 5-year funding cycle.
- Development of financial plan to sustain SVAA efforts with state and local funding after 5-year OVC funding cycle has ended.
- Development of plans to evaluate academy and planning efforts.
- State academy staff availability for technical assistance and mentoring to other state academy grantees through OVC TTAC.

#### Year 2

- Completion of OVC TTAC train-the-trainer or equivalent course by relevant SVAA staff.
- Continue curriculum review, adaptation, and/or design.
- Continue to work with OVC, and OVC TTAC consultants as needed, to update SVAA design and implementation plan.
- SVAA student selection process finalized and implemented.
- Review and update MOUs to reflect commitment of partners to develop and support the SVAA.
- Continued development of financial plan to sustain SVAA efforts with alternate funding after 5-year OVC funding cycle ends.

- State academy staff availability for technical assistance and mentoring to other state academy grantees through OVC TTAC.

#### Years 3 and 4

- Continue to work with OVC, and OVC TTAC consultants as needed, to update SVAA design and implementation plan.
- Steering committee membership reviewed and updated as needed.
- Continue curriculum review, adaptation, and/or design updates.
- Partnership/role with college/university reviewed and modified as needed.
- Update statewide training needs assessment to ensure academy offerings represent the training needs of respective state while avoiding duplication of existing training efforts.
- SVAA student selection process reviewed and updated as needed.
- Presentation of first academy.
- Evaluate academy presentation and planning efforts.
- Review and update financial plan to sustain SVAA after OVC funding ends.
- State academy staff remain available for technical assistance and mentoring to other state academy grantees through OVC TTAC.

#### Year 5

- Continue to work with OVC, and OVC TTAC consultants as needed, to update SVAA design and implementation plans, including review/update of training curriculum.
- Presentation of second academy with decreased federal and increased state and local funding.
- Evaluate academy and planning efforts.
- Secure MOUs and/or Letters of Commitment to reflect commitment of partners to support SVAA after OVC funding ends.
- Submission of final report on the overall SVAA effort, including identification of lessons learned, known challenges, and detailed plans to sustain operations in the future.
- State academy staff remain available for technical assistance and mentoring to other state academy grantees through OVC TTAC.

#### Beyond Year 5

- SVAA is planned and implemented independent of OVC funding and continued availability of state academy staff for technical assistance and mentorship to other interested state academy grantees.
- OVC TTAC resources remain available to SVAAAs.

OVC will support its SVAA grantees by providing access to the following throughout the course of the grant:

- Technical assistance (TA) from a dedicated TA provider via OVC TTAC with extensive expertise and experience in such topics as curriculum design, academy development, implementation, and evaluation, as well as access to an online resource community in which SVAA grantees (past and present) share information and program resources.
- Attendance at OVC TTAC-sponsored training, including the OVC TTAC Curriculum Design, Ultimate Trainer (train-the-trainer), or equivalent courses.

- Attendance at OVC TTAC-sponsored training, including the OVC TTAC Curriculum Design, Ultimate Trainer (train-the-trainer), or equivalent courses.
- Attendance at SVAA trainings, where training/mentoring opportunities can be provided on how to conduct academies.
- Instructional materials developed by OVC discretionary grantees.
- Informational material available through the OVC Resource Center.
- Access to the SVAA Learning Community.

## **Evidence-Based Programs or Practices**

OJP places a strong emphasis on the use of data and evidence in policymaking and program development in criminal justice. 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; and,
- 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. OJP's [CrimeSolutions.gov](http://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.

## **Amount and Length of Awards**

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

### **Award Amount**

OVC anticipates that it will make up to 6 awards of up to \$35,000 for a 12-month project period.

A 25 percent in-kind or cash match to support sustainability and investment in the project is required. See page 12 for more information on how the match is calculated per guidance from the Office of Justice Programs' Office of the Chief Financial Officer.

The SF-424 should indicate funding only for the initial project year. Subsequent years of funding are contingent upon grantee performance and availability of funds.

## **Budget Information**

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

With respect to any award of more than \$250,000 made under this solicitation, 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. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). 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.

### **Minimization of Conference Costs**

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to

water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

**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 of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement (cash or in-kind)**

Federal funds awarded under this program can not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent nonfederal portion of the total project costs and how match funds will be used. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. Match is restricted to the same uses of funds as allowed for the federal funds. Applicants may satisfy this match requirement with cash or in-kind services. The formula for calculating the match is:

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

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

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

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

**Performance Measures**

To assist the Department 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)	Data Grantee Provides
To develop SVAA training curriculum based on state	Establish diverse steering committee.	List of steering committee members reflecting the

specific training needs.	Number of steering committee meetings held.	<p>years of experience in the victims field and profession of each member.</p> <p>Number of steering committee meetings held.</p> <p>Documentation of dates, times, and locations of steering committee meetings, along with list of attendees and meeting agenda (and/or meeting minutes).</p>
	Number of grantees that establish partnerships with colleges/universities.	<p>Total number of grantees that establish partnerships with colleges/universities.</p> <p>Documentation of role(s) played or tasks completed by college/university partners.</p>
	Number of grantees that have analyzed and utilized the results from the training needs assessment to direct curriculum development.	<p>Evidence from training needs assessment to include tool/focus group questionnaires and analysis completed.</p> <p>Documentation that course evaluations were completed by SVAA participants and analysis of responses completed.</p> <p>Documentation and analysis of pre- and post-testing of SVAA participant knowledge.</p> <p>Results of course evaluations completed by SVAA participants.</p> <p>Results of pre- and post-testing of SVAA participant knowledge.</p>
	Number of grantees that have obtained support from VOCA administrators.	Copy of support letters and/or MOU.

	Number of grantees that have a sustainability plan.	Copy of sustainability plan.
	Number and type of resources included in grantee financial or sustainability plan.	Documentation of the number and type of resources included in sustainability plan (copies of signed MOUs or Letters of Commitment).

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” below for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human 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 “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

**Notice of Post-Award FFATA Reporting Requirement**

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System number.

## 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 or receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and Other Program Attachments. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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 GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

### 2. 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.

Permission to Share Abstract and Contact Information with Private Funders: It is unlikely that the Office for Victims of Crime will be able to fund all promising applications under this solicitation, but it may have the opportunity to share information with private foundations regarding promising but unfunded applications. Applicants should indicate

whether they give the Office for Victims of Crime permission to share their Abstract and Contact Information for both the Authorized Representative and Point of Contact with potentially interested private foundations. Granting this permission will not affect OJP's funding decisions, and if the application is not funded, it will not guarantee that 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.

All Project Abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

### 3. Program Narrative

The program narrative should not exceed 25 double-spaced pages in a 12-point font with 1-inch margins. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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

- a. Problem Statement: The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims field by meeting a stated goal.
- b. Project Goals and Objectives: The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.
- c. Project Design/Implementation Plan: The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products.

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

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

If your project requires a privacy certificate, the privacy certificate must be approved by the OVC grant monitor prior to commencing any activity covered by the privacy certificate (e.g., focus groups, surveys, interviews, evaluations, and needs assessments). See page 19 for more information on privacy certificate requirements.

- d. Organizational Capabilities and Project Management: Applications must include a clear description of the applicant's management structure. Applications must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions should be attached.
- e. Plans for Collecting the Data Required for the Solicitation's Performance Measures: Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

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

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

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

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). 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 OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

**b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. 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 Narrative 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.

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

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Additional Attachments**

**a. Applicant disclosure of pending applications.**

Applicants are to disclose whether they have pending applications for federally funded assistance 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 be subawarding 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; and,
- 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. (For example, “[Applicant Name] does not have pending applications submitted within the past 12 months for federally funded assistance 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. Privacy Certificate**

OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 C.F.R. Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. **If the applicant’s project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted.** For sample privacy certificates, visit [www.ojp.usdoj.gov/ovc/grants/help.html#forms](http://www.ojp.usdoj.gov/ovc/grants/help.html#forms) and view the two model privacy certificates available for adaptation.

**c. Memoranda of Understanding/Letters of Commitment**

OVC encourages applicants to develop and submit signed MOUs or signed Letters of Commitment that allocate specific resources from SVAA partners to support, develop,

and sustain the SVAA effort throughout the 5-year OVC funding cycle and beyond. Examples of such resources include commitment of staff, funding, and training facilities to support SVAA planning and implementation efforts.

## 7. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)\* Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)\* Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#) Any applicant (other than an individual) that is a non-governmental entity, and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
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.<sup>1</sup> (10%)
6. Other Attachments (5%)

## Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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

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<sup>1</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

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. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OVC, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements

- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application 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](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note:** OVC encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for e-mail updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining

a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as 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. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a prerequisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum—

- Create a SAM account; and,
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that 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 (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2013-3586.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to

errors, with an explanation. **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.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

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

If an applicant submits multiple versions of an application, OVC will review the most recent version submitted.

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

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 in the Contact Information section on page 1 **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 the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) 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.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto: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 [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail 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.

# FY 2013 State Victim Assistance Academy (New) Competitive Solicitation

## Application Checklist

This application checklist was created to assist in developing an application.

### Eligibility Requirement

Eligible applicants are limited to the remaining states that do not currently have a State Victim Assistance Academy funded by OVC. For more information on where OVC-funded or recognized State Victim Assistance Academies are located, visit [www.ovc.gov/training/svaa.html](http://www.ovc.gov/training/svaa.html).

Applicants are limited to public agencies, colleges and universities (including tribal institutions of higher education), state governments, and nonprofit organizations, including tribal and faith-based organizations that can demonstrate capability to carry out all statewide planning activities required by the funded project.

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

### What an Application Should Include

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 15)
- \_\_\_\_\_ Project Abstract (see page 15)
- \_\_\_\_\_ Program Narrative (see page 16)
- \_\_\_\_\_ Budget Detail Worksheet (see page 17)
- \_\_\_\_\_ Budget Narrative (see page 17)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 23)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 18)
- \_\_\_\_\_ Additional Attachments
  - \_\_\_\_\_ Disclosure of Pending Applications (see page 18)
  - \_\_\_\_\_ Privacy Certificate (see page 19)
  - \_\_\_\_\_ MOUs/Letters of Commitment (see page 19)
- \_\_\_\_\_ Other Standard Forms (see page 20)
  - \_\_\_\_\_ Accounting System and Financial Questionnaire (see page 20)
  - \_\_\_\_\_ Standard Assurances (see page 20)