



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#), is pleased to announce that it is seeking an application for funding the 2007 National Crime Victims' Rights Week Resource Guide project. This program furthers the Department's mission by producing a comprehensive kit that will serve as a resource for the victims' field in their efforts to heighten the public's awareness of crime victim issues nationwide during National Crime Victims' Rights Week in April, 2007, and throughout the year.

2007 National Crime Victims' Rights Week Resource Guide

Eligibility

Eligible applicants are private, non-profit organizations including faith- and community-based organizations or public agencies.

Deadline

All application materials are due by 8:00 p.m. E.T. on July 14, 2006.

Contact Information

For assistance with the requirements of this solicitation, contact Kimberly Kelberg, Program Specialist, at (202) 305-2903 or kimberly.kelberg@usdoj.gov.

This application must be submitted through www.grants.gov. For technical assistance with submitting the application, call the *Grants.gov* Customer Support Hotline at 1-800-518-4726.

Grants.gov/GMS number assigned to announcement: OVC-2006-1398

CONTENTS

Overview of Cooperative Agreement	3
Deadline: Registration	3
Deadline: Application	3
Eligibility.....	3
Project Specific Information	3-6
Performance Measures	6-7
How to Apply.....	7
What An Application Must Include:	8-11
Standard Form 424	
Program Narrative	
Budget Narrative Attachment Form	
Budget Detail Worksheet	
Indirect Cost Rate Agreement (<i>if applicable</i>)	
Financial Capability Questionnaire	
Other Program Attachments	
Selection Criteria	11-12
Review Process	13
Additional Requirements.....	13

2007 National Crime Victims' Rights Week Resource Guide (CFDA # 16.582)

Overview

This cooperative agreement will support the development of a comprehensive resource guide for use by the victims' field when planning for local National Crime Victims' Rights Week (NCVRW) events across the nation in 2007, and throughout the year.

Deadline: Registration

The *Grants.gov* registration process can take one week or longer. If you have not previously registered with *Grants.gov*, please register early so that you can submit your proposal before the application deadline below.

Deadline: Application

The due date for applying for funding under this announcement is July 14, 2006.

Eligibility

Eligible applicants are private, non-profit organizations including faith- and community-based organizations or public agencies that can demonstrate the ability to develop a resource guide to be disseminated nationally to victim service providers, victims advocates, national victim organizations and allied professionals, which contain all the elements outlined within this applications.

Project Specific Information

Award Amount. One cooperative agreement in the amount of \$200,000 will be awarded to either a private, nonprofit organization, including faith- and community-based organizations, or a public agency, for the purposes of producing a Resource Guide for the victims' field for use during NCVRW in April, 2007, and throughout the year. The funding for this award is authorized under 42 U.S.C. § 10603 (c)(1)(A).

Award Period. Up to 12 months.

Background. Each April since 1981, NCVRW has been formally designated and commemorated at the Federal level. The Federal observance coincides with rallies, vigils, and public education campaigns staged in communities across the Nation. The widespread observance of the event presents a unique opportunity to articulate a consistent and unified message about the plight of our Nation's crime victims and to draw attention to the work of advocates and activists who work to assist our Nation's crime victims.

Since 1986, the Resource Guide has been developed to assist local victim/survivors, advocates, and communities plan and prepare for their own annual commemoration of NCVRW. OVC has strived each year to enhance the products in the Resource Guide to accommodate the changing needs of the field. For example, beginning in 2004, OVC has included in the Resource Guide a NCVRW Theme DVD with introductory footage that illustrates the year's theme. The NCVRW theme is selected with input from OVC, national victims organizations around the country, and the victims' field as a whole. The theme becomes the impetus for the look and feel of the Resource Guide that is developed. Ultimately, artwork is developed to graphically depict the theme for NCVRW each year. OVC has worked to improve access to the artwork by providing camera-ready artwork in the Guide, which had been available only in hard copy. The Resource Guide now includes camera-ready artwork in a CD-ROM format for use when developing bumper stickers, buttons, and posters. The camera-ready artwork also includes at least one poster translated in Spanish. Finally, each year OVC has updated, as well as expanded, the statistical overviews to include statistics on new and emerging issues such as human trafficking and cybercrime. The Resource Guide is released each December so that the victims' field can begin planning for their own local NCVRW events during the month of April.

Through this cooperative agreement, OVC will continue its efforts to produce this valuable Resource Guide to the victims' field that will serve as the impetus for communities as they work to generate greater awareness among crime victims, survivors, and allied professionals, and communities about victims' rights and services. Applicants can visit OVC's Web page at <http://www.ojp.usdoj.gov/ovc/ncvrw/welcome.html> for more information about NCVRW and past Resource Guides that have supported the field over the years.

Program Strategy. The purpose of the 2007 NCVRW Resource Guide is to serve as a ready-made, adaptable resource guide containing materials such as posters, model speeches, press releases, public service announcements, camera-ready artwork, and crime victimization statistical overviews for use by the victims' field when planning for local NCVRW events across the Nation. OVC will fund one grantee to conceptualize, develop, and produce a user-friendly Resource Guide for use by victim service providers, victim advocates, allied professionals, and the general public during 2007 NCVRW, and throughout the year. The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the development of this Resource Guide.

The applicant must consider the following tasks and deliverables when developing their project design and implementation plan for this project:

- Attend regular meetings with OVC project staff to review and discuss Resource Guide components and draft materials;
- Develop a detailed time-task line with steps for program development, implementation, and evaluation, as well as designating staff responsible for the implementation of each task. NOTE: When allocating staffing resources, the applicant must plan for an intensive work period from the time of award through the time that all final products are delivered to OVC for printing by the Government Printing Office (GPO) by November 1, 2006;
- Develop an outline of the proposed Resource Guide's components and a description of its unifying theme or themes;
- Working closely with OVC staff, develop artistic concepts that graphically depict the 2007 NCVRW Theme, "**Victims' Rights: Every Victim. Every Time.**", to be utilized in the form of posters, Resource Guide cover art, and camera-ready artwork included in

hard copy and on CD-ROM in the final Resource Guide. The applicant should plan to submit a minimum of three distinct and original comprehensive illustrations and/or photographs that graphically depict the NCVRW Theme, and should plan for additional rounds of designs and or revisions to the original illustrations or photo concepts as requested by OVC. In addition, the applicant will develop a 22" x 28" poster that will reflect the 2007 NCVRW theme, for dissemination to the field;

- Develop content/written material included in the Resource Guide. This may include items such as sample speeches, proclamations, press releases, and victimization statistics. Coordination with the Bureau of Justice Statistics (BJS) is required to review and verify statistical information provided in the Resource Guide. All final written materials submitted to OVC must be professionally edited and submitted to OVC for review by October 1, 2006, allowing thirty days for edits and revisions prior to the OVC established Government Printing Office (GPO) submission deadline of November 1, 2006;
- Applicant must be available for press inspections at the designated GPO site to ensure all materials are printed according to the grantee's design specifications for all final materials;
- Applicant is expected to work closely with OVC's grantee/contractor hired to develop the 2007 NCVRW Theme DVD to ensure that this companion DVD is seamlessly included as part of the final Resource Guide disseminated to the field;
- Develop a plan for incorporating materials from national victim advocacy organizations into the Resource Guide, as needed;
- Provide examples in the Resource Guide of how the field can use the contents of the Resource Guide throughout the year for other purposes. Specifically, develop materials for inclusion in the Resource Guide that can be used by the field throughout the year for the observance of other victim-related proclaimed weeks or months (e.g. Domestic Violence Month is each October);
- Work in close coordination with OVC and OJP's Office of Administration, to ensure that the final products will be available for submission to the Government Printing Office (GPO) no later than November 1, 2006. Final products include: the 2007 NCVRW Resource Guide, the CD-ROM containing the camera-ready artwork, and a 22" x 28" poster reflecting the 2007 NCVRW Theme: "**Victims' Rights: Every Victim. Every Time.**";
- Coordinate with OVC to obtain a NCJ number and bar code from OVC's Resource Center, to be printed on all final products distributed to the field;
- Deliver to OVC the converted Resource Guide as a Web file for upload on OVC's Web site. Coordination with OVC's Webmaster is required, but at minimum, the Web file must be 508 accessible and in a format that is readily uploadable to OVC's Web site;
- Develop a comprehensive plan for enhancing the current dissemination of the Resource Guide to the victims' field. Currently, OVC maintains a mailing list of those who have received the Resource Guide in the past, and who would like to continue to receive it in the future. The applicant shall provide suggestions for improving the dissemination process and for expanding the mailing list to ensure that all organizations and individuals interested in receiving the Resource Guide can be added to the master mailing list. The applicant is encouraged to identify what national victims' organizations should be receiving the Guide and include in their plan a way to coordinate with OVC's Resource Center to ensure they receive the Resource Guide;
- Design an evaluation to measure Resource Guide user-satisfaction which includes a plan for soliciting feedback. The evaluation should also capture ways in which both the Resource Guide and the Theme DVD were used throughout the country to heighten the

public's awareness of crime victims' issues. The grantee is encouraged to consider developing an online form to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.

** OVC will assume responsibility for the printing, duplicating and dissemination of all products, including the Resource Guide, CD-ROM, Theme DVD, and posters; therefore, do not include printing or postage costs associated with the mailing of these items to the field in the Budget Narrative.*

Evaluation. The applicant must include a plan to perform a basic evaluation of the project. This plan should evaluate user satisfaction of the Resource Guide by the victims' field and capture ways in which the Resource Guide was used throughout the country to heighten the public's awareness of crime victims' issues. In addition, the applicant will be expected to develop an evaluation to be completed by prospective users of the Resource Guide to determine the number of users rating the Resource Guide as useful. The grantee is encouraged to consider developing a Web form from their own Web site to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data that measure the results of the program implemented with this grant. To ensure accountability of this data, for which the Office of Justice Programs (OJP) is responsible, the performance measures for this project follow:

Objective	Performance Measures	Data Grantee Provides
<p>The objective of this solicitation is to support the development of a NCVRW Resource Guide that will serve as a resource for the victims' field in their efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April, 2007, and throughout the year.</p>	<p>Outputs: Number of Resource Guides disseminated to the field. Percentage increase of new requests for the Resource Guide through the OVC Resource Center. Number of evaluations of the Guide received rating the guide as useful. Number of "hits" on the OVC Web site for the Resource Guide. Number of downloads from the OVC Web site for the Resource Guide.</p>	<p>Number of Resource Guides disseminated to the field. Number of requests for the 2007 Resource Guide, compared to number of requests for the 2006 Resource Guide Number of evaluations of the Guide received rating the guide as useful. Number of "hits" on the OVC Web site for the Resource Guide. Number of downloads from the OVC Web site for the Resource Guide.</p>

- The grantee must document the accomplishment of these measures in the semiannual progress report submitted to OVC. The progress reports must include information on all of the above performance measures and any other appropriate performance indicators identified by the applicant.

How to Apply

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

Grants.Gov Instructions: Complete instructions can be found at <http://www.ovc.gov/fund/newapprocedures.htm>. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Grants Management System Instructions: Except for grants under the COPS Office, applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to <http://www.ojp.gov/fundopps.htm> and refer to the GMS Application Procedures Handbook: a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at 1-888-549-9901.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled “Crime Victim Assistance/Discretionary Grants,” and the funding opportunity number is OVC-2006-1398.

A DUNS Number Is Required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique 9-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What An Application Must Include

Application for Federal Assistance (Standard Form 424)

Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Project Abstract:** The application should include a 1-page summary that describes the purpose of the project, goals and objectives, progress to date if the application is for continuation funding, and activities that will be implemented to achieve the project’s goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project’s value to the victims’ field by meeting a stated goal.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project and if the application is for continuation funding, must describe the accomplishments and document the progress of the existing 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.
- **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 applicant must describe the strategy, tasks, and time-task plan for developing the services and products. The applicant must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. **The applicant should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** OVC's Publishing Guidelines for Print and Web Media is online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html for further guidance on the publication process.

The applicant should also describe the dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications will also be uploaded to the OVC Web page.

- **Organizational Capability and Project Management:** The application must include a clear description of the applicant's management structure and if the application is for continuation funding, must document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

The applicant 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. The applicant must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to working on the project contingent upon receipt of funding.

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives.

Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance must be measures identified. Data must be provided on the performance measures established for this solicitation.

The evaluation plan should identify all resources that will be devoted to conducting the assessment including identification of staff members and staff time, 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.

Budget Narrative Attachment Form

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

Budget Detail Worksheet

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

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.

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

1) Training: Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OC events) can be found <http://www.tech-res-intl.com/doj-octraining/> .

2) Consultant Rates: Consultant rates may not exceed the maximum of \$450/day, or if paid by the hour, \$56.25/hour for a maximum 8-hour work day per award.

3) Travel: Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.

4) OJP Financial Guide: All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Resource Center (1-800-421-6770) and also through the OJP Web site at <http://www.ojp.usdoj.gov/FinGuide/>. This document will govern the administration of funds by all successful applicants and their contractors.

Indirect Cost Rate Agreement *(if applicable)*

Indirect costs are allowed provided the applicant has an approved Federal indirect cost rate.

Financial Capability Questionnaire

Applicants who are nonprofit or commercial organizations, and have never received any grants from OJP are required to complete the Financial Capability Questionnaire form. The form must be submitted along with a copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at <http://www.ojp.usdoj.gov/forms.htm> under "Accounting System and Financial Capability Questionnaire".

Other Program Attachments

Remaining attachments include the following materials:

- **Resumes of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).
- **Other attachments as needed** (if applicable).

Selection Criteria

Applications will be reviewed by the OVC Point-of-Contact for the project, using the following criteria:

Problem(s) To Be Addressed, Goals, and Objectives. The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified

and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to accomplish the goals.

Project Design/Implementation Plan. The program strategy/methodology must include sufficient detail so that the reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goals(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding. A clear picture of the contents of the Resource Guide is important as well as a detailed plan for packaging and disseminating the Resource Guide to the field.

Organizational Capability. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a national-scope, federally funded project on this topic, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure and financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Plan for Measuring Progress and Outcomes. Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must include the standardized performance measures established for this solicitation as described on pages 5 and 6 of this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that objectives have been met, and determines the overall effectiveness of the project.
- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.

Budget and Budget Narrative. Reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

Review Process

OVC staff will review the application for completeness and responsiveness to this application guidance. A responsive application will be forwarded for award processing, subject to the final approval of the OVC Director and OJP's Assistant Attorney General. Funding may not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide *[hyperlink]*
- Suspension or Termination of Funding
- Funding to Faith-Based and Community Organizations (if applicable)
- Non-profit organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/otherrequirements.htm>.