

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is pleased to announce that it is seeking applications in response to the national-scope training and demonstration project “Action Partnerships for Professional Membership and Professional Affiliation Organizations Responding to Children Exposed to and Victimized by Violence” cooperative agreement solicitation. This program furthers the Department’s mission by developing or improving the capacity of members of national membership, professional, and community service organizations to advance victims’ rights and improve victims’ services, with a focus on children exposed to or victimized by violence. The purpose of the cooperative agreement is to create partnerships among OVC, the victim services field, and national scope membership, professional, and community service organizations to advance victims’ rights and services through training, public awareness, and educational efforts.

OVC FY 10 Action Partnerships for Professional Membership and Professional Affiliation Organizations Responding to Children Exposed to and Victimized by Violence

Eligibility

Applicants are limited to national nonprofit professional membership and professional affiliation organizations and must demonstrate the financial and organizational capacity to manage this cooperative agreement. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national in scope. Local or state chapters of such groups based on professional membership or professional affiliation may apply, but must submit a memorandum of understanding documenting a close partnership with their national office to achieve national capacity for the dissemination of this project. A private nonprofit organization does not have to have 501(c)3 status to apply for grant funding under this solicitation.

(See “Eligibility,” page 4)

 **Deadline**

Registration with [OJP's Grants Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 9)

All applications are due by 8 p.m. eastern time on May 18, 2010.
(See "Deadlines: Registration and Application," page 4)

Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday–Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

For assistance with the requirements of this solicitation, contact Jasmine D'Addario-Fobian, Victim Justice Program Specialist, at 202-305-3332 or jasmine.d'addario-fobian@usdoj.gov.

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OVC FY 10 Action Partnerships for Professional Membership and Professional Affiliation Organizations Responding to Children Exposed to and Victimized by Violence (CFDA # 16.582)

Overview

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. True to its mission, OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victim rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses. This cooperative agreement program is funded through section 42 U.S.C. 10603 (c)(1)(A) of the Victims of Crime Act, which provides funding for training, technical assistance, and demonstration projects.

The FY 10 "Action Partnerships for Professional Membership and Professional Affiliation Organizations Responding to Children Exposed to and Victimized by Violence" solicitation requires applicants to develop or improve the capacity of members of national professional, membership and professional affiliation organizations to advance victims' rights and improve services, with a focus on children exposed to or victimized by violence.

Deadlines: Registration and Application

Registration with [OJP's Grants Management System \(GMS\)](#) is required prior to application submission. The deadline to register in GMS is 8:00 p.m. eastern time on May 11, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 18, 2010. Please see the "How To Apply" section, page 9, for more details.

Eligibility

Applicants are limited to national nonprofit professional membership and professional affiliation organizations and must demonstrate the financial and organizational capacity to manage this cooperative agreement. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national in scope. Local or state chapters of such groups based on membership, profession, or affiliation may apply, but must submit a memorandum of understanding documenting a close partnership with their national office to achieve national capacity for the dissemination of this project. A private nonprofit organization does not have to have 501(c)3 status to apply for grant funding under this solicitation.

Action Partnerships Specific Information

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

Background and Purpose: OVC is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. True to its mission, OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victims' rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victim and witnesses. The four key pieces of federal legislation that guide and direct OVC funding activities are the 1982 Victim and Witness Protection Act [18 U.S.C. 1501], that promotes rights and services for victims of crime within the federal system and serves as the foundation of the Attorney General Guidelines for Victim and Witness Assistance; the 1984 Victims of Crime Act, as amended [42 U.S.C. 10601], that establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, improvement of child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000 [22 U.S.C. 7101], that is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Crime Victims' Rights Act (2004) P.L. 108-405, that is intended to protect federal crime victims' rights, including the following: the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and, the right to full and timely restitution.

In October 2009, the Department of Justice released the findings of the *National Survey of Children's Exposure to Violence* (NatSCEV), published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) with support from the Centers for Disease Control and Prevention (CDC). This study is a comprehensive nationwide survey of the incidence and prevalence of children's exposure to violence to date. It measured children's past-year and lifetime (birth through age 17) exposure to violence in the home, school, and community in the following categories: conventional crime; child maltreatment; victimization by peers and siblings; sexual victimization; witnessing and indirect victimization (including exposure to community violence and family violence); school violence and threats; and Internet victimization. The study findings concluded that more than 60 percent of the children surveyed were exposed to violence in the past year. The effects of children's exposure to violence and experience in violent situations are far-reaching and long-lasting for individuals, families, and communities. It is widely recognized and demonstrated by research that many of today's social ills have roots in children's exposure to violence.

Attorney General Eric Holder has highlighted the devastating consequences of children's exposure to violence and the need to address the problem. In a speech delivered to the American Academy of Pediatrics on October 20, 2009, Attorney General Holder stated, "Here's the good news, it is possible to reverse the damage that exposure to violence causes." He went on to outline four steps to address these issues: 1) recognize that children's exposure to violence is a public health issue that requires a public health approach; 2) address the issue holistically and collaboratively; 3) ensure professionals are sufficiently trained and knowledgeable to identify children exposed to violence and assist with remediation; and 4) meet the problem with all the resources that sound science can bring to bear. Consistent with these concepts, OVC is focusing the FY2010 Action Partnerships solicitation on efforts to address the needs of children exposed to violence.

To promote awareness and advocacy for the rights and needs of crime victims—and, in particular, to address gaps in supporting those children exposed to or victimized by violence—this solicitation is open to any professional membership or professional affiliation organization that has the capacity to conduct a national scope project and the interest to extend and enhance OVC's ongoing national outreach efforts, with a focus on addressing gaps in the field by training professional members and professional affiliates of national organizations to better serve and promote the rights of children exposed to or victimized by violence. OVC welcomes applications from professional membership and professional affiliation organizations with faith-based affiliations and the ability to conduct a national scope project. Priority will be given to those organizations that demonstrate the ability to collaborate with victim service organizations (e.g. for projects that address family violence, the applicant should seek to partner with organizations that have expertise in domestic violence) and convincingly document how their program will address gaps in the field. Organizations in the health, mental health, education, tribal, youth service, and juvenile corrections fields that meet the qualifications above are particularly encouraged to apply. Applications for projects that include training and/or material development on evidence-based responses for particularly high-risk or underserved groups of children—such as minorities, those with disabilities, and those in juvenile corrections settings—are also encouraged (please note that any projects in a juvenile corrections setting must address victimization issues and not offender behavior).

Examples of Possible Deliverables:

- Development and delivery of evidence-based training or seminars at national conferences to increase professionals'/members' understanding of the impact of exposure to—and victimization by—violence and related issues, and to develop or enhance their ability to serve children exposed to or victimized by violence.
- Development and delivery of successful evidence-based training or awareness programs that reflect best practices and address gaps in serving children exposed to or victimized by violence, for distribution to membership or professionally affiliated pilot sites nationwide.
- Development and dissemination of evidence-based, collaborative products or materials, such as DVDs, interactive DVD or CD-ROM software, newsletters, periodicals, handbooks, policy and procedure manuals, etc., that provide members of an organization a better understanding of child crime victimization issues and help them to appropriately address gaps in responding to issues and needs faced by children exposed to or victimized by violence.
- Development of a forum, event, or media piece designed to increase understanding and awareness of the organization's national membership about issues related to child victimization through violence and the impact of violent crime on children exposed to or victimized by violence, their families, and the community—especially gaps in the field, with follow-up activities that provided members of the organization the opportunity to appropriately address the issues and needs of this population.

Applicants must specifically include costs for duplication and nationwide dissemination of the project product deliverables to their membership.

Amount and Length of Awards: Up to six cooperative agreements will be awarded for up to \$250,000 each, with an award period of 12–24 months.

General guidance on funding information for each particular announcement: Funding under this competitive grant announcement is contingent on the availability and amount of FY 2010 funding available, and is subject to any additional restrictions imposed by Congress.

Reporting:

The **financial status report** (SF 425) is due quarterly, no later than the 30th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 90 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent. Financial reports should be submitted online using the Grants Management System (GMS).

The **single audit report** is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$500,000 or more federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. All completed audit reports for state and local governments, institutions of higher education, and nonprofit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47132.

The **semiannual progress report** describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31, for the life of the award. Due 90 days after the end date of the award, the **final report** summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS. Address questions concerning GMS to the GMS Help Desk, 1–888–549–9901.

Budget Information

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

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in

the budget narrative with the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual’s specific knowledge of the program or project 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 her/his qualifications and expertise, and for the work that is to be done.

Match Requirement: No match is required for this program.

Performance Measures

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

Objective	Catalog ID	Performance Measures	Data Grantee Provides
<p>The purpose of the cooperative agreement is to create partnerships among OVC, the victim services field, and national scope professional membership and professional affiliation organizations to advance victims’ rights and services through training, public awareness, and educational efforts, with a focus on responding to children who are exposed to or victimized by violence.</p>		<p>Number of organizational components trained/enabled to provide support for children who are exposed to or victimized by violence.</p> <p>Number of professionals trained/enabled to support awareness of victims’ rights for children who are exposed to or victimized by violence.</p>	<p>Number of training sessions provided on supporting children who are exposed to or victimized by violence.</p> <p>Number of training sessions provided to promote awareness of victims’ rights for children who are exposed to or victimized by violence.</p> <p>Number of professionals or members trained on supporting awareness of victims’ rights for children who are exposed to or victimized by violence.</p> <p>Number of professionals or members trained to promote awareness of victims’ rights for children who are exposed to or victimized by violence.</p>

		<p>Number of programs reporting an increase in collaborative partnerships</p> <p>Percentage of participants completing evaluations who indicate that training provided information that will improve their ability to provide services.</p> <p>Number of media or other publicized events held.</p> <p>Number of educational/training materials developed and distributed.</p>	<p>Number of programs reporting an increase in collaborative partners.</p> <p>Number of evaluations completed.</p> <p>Number of participants completing evaluations indicating training will improve their ability to provide services.</p> <p>Number of media or other publicized events held.</p> <p>Number of educational/training materials developed.</p> <p>Number of educational/training materials distributed.</p>
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How To Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps:

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.

- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](http://www.ojp.usdoj.gov/gmscbt/) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
- 4. Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Office for Victims of Crime and the "FY 10 Action Partnerships for Professional Membership and Professional Affiliation Organizations Responding to Children Exposed to and Victimized by Violence" solicitation.
- 5. Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
- 6. Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

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

Experiencing Unforeseen GMS Technical Issues

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

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site;

(3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

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

What an Application Must Include

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

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

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

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Budget and Budget Narrative

A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Indirect Cost Rate Agreement (if applicable)

Plan for collecting the data required for performance measures. (See "Performance Measures" above.)

Other Attachments (such as resumes of key personnel, letters of support, and memoranda of understanding) where appropriate for project partners and required to document any local or

state chapter's close partnership with a national hub organization to achieve national-scope dissemination of this program.

Selection Criteria

1. **Statement of the Problem/Program (15%)**
2. **Project/Program Design and Implementation (30%)**
3. **Capabilities/Competencies (20%)**
4. **Budget (15%)**
5. **Impact/Outcomes and Evaluation/Plan for collecting Data for Performance Measures (15%)** This section should include a description of the applicant's plan for the collection of the data required for performance measures.
6. **Other (5%)**

1. Statement of the Problem/Program

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include 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, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes. Please note that to be responsive to this solicitation, the project described must be national in scope and must address gaps in responding to the needs of children exposed to and victimized by violence.

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. It 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. Please note that to be responsive to this solicitation, the project described must be national in scope and must address gaps in the field of responding to children exposed to and victimized by violence.

2. Project/Program Design and Implementation

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, and staff responsibilities, and clear descriptions of interim deliverables and final products. Please note that to be responsive to this solicitation, the project described must be national in scope and must address gaps in the field of responding to children exposed to and victimized by violence. 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. The applicant must describe the following:

- The strategy, tasks, and time-task plan for developing the services and products. Applicants 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 completion of activities, and submission of finished products. In preparing the time-task plan, the Gant chart, or the 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. **Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** For further guidance on the publication process, please refer to "OVC's Publishing Guidelines for Print and Web Media," available online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html.
- The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and video products.
- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.
- Any unusual features of the project, such as design; technological innovations; reductions in cost or time; or the involvement of an extraordinary community, volunteers, or the private sector.
- Procedures for testing and evaluating the service or product or the method for obtaining feedback about its worth to the field.
- Procedures for collecting and reporting data on the performance measures established for the project.
- The national-scope dissemination plan for the product or service. Applicants should provide recommendations for dissemination of 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 also will be uploaded to the OVC Web page. However, product and/or publication dissemination may be limited to the organization alone. In this case, both a plan and line item for funding organization-wide dissemination should be included in the application.

3. Capabilities/Competencies

Applications must include a clear description of the applicant's management structure and of the current and 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. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.

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

The described organization must be a national membership, professional or community service organization. If they are affiliated with or a chapter of such a group, they must demonstrate a close partnership with the national office in order to be responsive to the requirements of this solicitation.

4. Budget

The OVC grant monitor and peer 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.

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 \$100,000 or more should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has recently attended this seminar.

5. Impact/Outcomes and Evaluation/Plan for collecting Data for 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 outcomes identified for the project. Goals and objectives must be clearly stated; links must be 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 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.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program. Performance measures identified by the applicant from the solicitation should be included in the application.

6. Other

The Other Program Attachments file must include the following materials:

Resumes of key personnel. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).

Letters of support and/or memoranda of understanding (MOU). MOUs should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable). An MOU is **required** for any local or state chapter to document its close partnership with a national hub organization to achieve national-scope dissemination of this program.

Other attachments as needed (if applicable).

Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OVC, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines

whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

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

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

Application Checklist

“Action Partnerships for Professional Membership and Professional Affiliation Organizations Responding to Children Exposed to and Victimized by Violence”

The application check list has been created to aid you in developing your application.

Eligibility Requirement:

_____ Applicants are limited to national nonprofit professional membership and professional affiliation organizations and must demonstrate the financial and organizational capacity to manage this cooperative agreement. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national in scope. Local or state chapters of such groups based on membership, profession, or affiliation may apply, but must submit a memorandum of understanding documenting a close partnership with their national office to achieve national capacity for the dissemination of this project. A private nonprofit organization does not have to have 501(c)3 status to apply for grant funding under this solicitation.

_____ The Federal Amount Requested is Within the Allowable Limit of \$250,000.

The Application Components:

- _____ Statement of the Problem/Program
- _____ Project Design and Implementation
- _____ Capabilities/Competencies
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- _____ Project Timeline
- _____ Position Descriptions
- _____ Letters of Support
- _____ MOUs: An MOU is **required** for any local or state chapter to document its close partnership with a national hub organization to achieve national-scope dissemination of this program.

Program Narrative/Abstract Format:

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1” standard margins
- _____ Narrative is 25 pages or less

Required Forms, Certifications and Other Components:

- _____ Standard 424 Form
- _____ DUNS Number
- _____ Certifications
- _____ Other standard forms as applicable (see page 16), including
- _____ Disclosure of Lobbying Activities (if applicable)
- _____ Accounting System and Financial Capability Questionnaire (if applicable)