



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for the OVC Fiscal Year (FY) 2014 Vision 21 Victim Legal Assistance Networks program. This program furthers the Department's mission by supporting efforts to provide comprehensive legal services to crime victims for needs arising in the wake of their victimization.

OVC FY 2014 Vision 21 Victim Legal Assistance Networks

Eligibility

Eligible applicants for funding to support the victim legal assistance networks are the agencies in the states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands that administer Victim of Crime Act (VOCA) victim assistance formula grants. Excluded from eligibility are the VOCA agencies in states that currently have demonstration sites under the Wraparound Victim Legal Assistance Network Demonstration Project (see pages 5–6 for details).

Eligible applicants for funding to provide technical assistance to the legal assistance networks are limited to private nonprofit organizations, colleges and universities, and public agencies that can demonstrate knowledge and understanding of the range of legal assistance crime victims need, and can forge partnerships to represent that range of assistance. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 20.) All applications are due by 11:59 p.m. eastern time on June 9, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, or via e-mail to support@grants.gov. The

Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact Meg Morrow, Attorney Advisor at 202-353-0591, or via e-mail to Meg.Morrow@usdoj.gov.

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OVC FY 2014 Vision 21 Victim Legal Assistance Networks (CFDA #16.826)

Overview

Victims of crime often have a range of legal services needs stemming from their crime victimization. Currently, some or all of those needs may be met through a disparate patchwork of resources in the victim's community, or there may be no services available. A coordinated, collaborative, and holistic legal response could potentially serve those victims far better. To that end, this competitive solicitation seeks applications from states, territories, and the District of Columbia to develop networks that provide no-cost legal assistance to victims to address the wide range of legal needs they may have in the wake of their victimization.

This project is funded through the Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat 5, 63, January 17, 2014.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting 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 June 9, 2014. See "How To Apply" on page 20 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

Findings from OVC's major, ongoing, strategic-planning initiative, Vision 21: Transforming Victim Services, strongly indicate there is a critical need for comprehensive, wraparound, no-cost legal services for victims of crime. So often, victims have various co-existing and overlapping legal needs that arise in connection with their victimization. Needed legal services connected to victimization may include representation in the enforcement of victims' rights in criminal court, a wide range of civil legal assistance directly related to victimization, immigration assistance, and assistance for victims of financial fraud and identity theft. While coordination of legal services would be extremely helpful to the victims in navigating the aftermath of crime, any legal services they may receive at no cost are often delivered by various disparate organizations and agencies, without coordination among them, or not available at all.

In line with the Vision 21 findings, an entire chapter of the [Vision 21: Transforming Victim Services Final Report](#) (the Report), released in May 2013, is devoted to holistically meeting the legal services needs of victims (see Chapter 2, "Meeting the Holistic Legal Needs of Crime Victims," pages 9–15). In Chapter 2, the Report notes the following:

Vision 21 explored the value of addressing victims' multiple issues through a broad and coordinated community network of "wraparound" pro bono legal services that would help victims assert their legal rights and obtain the specialized legal assistance they need. A coordinated, collaborative, and holistic legal response has the potential to serve victims far better through an inherent capacity to provide the type of legal assistance needed at any given time. A network approach would also ensure that victims are connected to community legal resources that can help them address their administrative, civil, and other legal issues. This approach would build on existing federal and state funding streams for different types of legal assistance, leveraging but not duplicating what already exists within a community (*Vision 21 Final Report*, page 14).

Accordingly, the Report includes a recommendation for "support of holistic legal assistance for crime victims," noting further, "These networks would provide the linkages between existing pockets of available legal services and fill critical gaps on a statewide and perhaps regional basis" (*Vision 21 Final Report*, page 40).

Until 2012, there was no national-scope effort to support the holistic delivery of comprehensive services to address victims' legal needs. In that year, in recognition of Vision 21's preliminary findings, OVC released a competitive [solicitation](#) for the Wraparound Victim Legal Assistance Network Demonstration Project, a 4-year demonstration project to support the development of models for networks that provide comprehensive, pro bono, legal services for crime victims. [Six organizations](#) around the country were awarded grants. Two of these networks are statewide, one is regional, and three are local (city/county). Concurrently, the demonstration project will be fully evaluated with the potential for these networks to serve as model programs in the future.

In direct response to the Report, the Department of Justice Appropriations Act, 2014, includes \$12.5 million to begin implementation of the recommended transformative changes. Through the Vision 21 Victim Legal Assistance Networks solicitation, OVC anticipates awarding \$2.3 million of this appropriation to support the development of comprehensive victim legal assistance networks and intensive technical assistance for those networks. This funding will allow OVC to take a step toward realizing the statement set out at the beginning of Chapter 2 of the Report—"Every state will establish wraparound legal networks that will help ensure that crime victims' rights are enforced and that victims of crime receive the broad range of legal services needed to help rebuild their lives in the aftermath of crime" (*Vision 21 Final Report*, page 9).

Victim Legal Assistance Network Grants: This solicitation will fund three agencies that administer VOCA assistance funding in the states, the District of Columbia, and U.S. territories (specifically Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands) to implement comprehensive, wraparound, pro bono victim legal assistance networks at a statewide, regional, or local level. The Report noted that "VOCA administrators recognize the tremendous potential of comprehensive, wraparound legal assistance and have voiced support for the concept, but do not have the resources to support these services." Vision 21 funding appropriated by Congress for FY 2014 will allow OVC to begin funding interested VOCA agencies to undertake such efforts in their jurisdictions.

In an effort to maximize the number of states that have a victim legal assistance network supported with federal funding, the VOCA agencies in the six states that currently have demonstration sites under the Wraparound Victim Legal Assistance Network Demonstration Project are excluded from eligibility under this solicitation. Those states are Alaska, California, Colorado, Illinois, Minnesota, and Texas.

The three networks funded under this solicitation will build on the experience of the six sites funded under the Wraparound Victim Legal Assistance Network Demonstration Project in FY 2012. VOCA agencies will administer and oversee the development and implementation of legal assistance networks. This is projected to be a four-phase project, with the first phase spanning 18 months. The first phase will be devoted to a comprehensive needs assessment and development of an implementation plan for the network.

Networks must include agencies and organizations providing, at a minimum, the following types of services: civil legal assistance (including, but not limited to, family, custody and dependency, tribal, employment, and administrative issues related to the victimization); enforcement of victims' rights in criminal proceedings; assistance for victims of financial fraud and identity theft; and immigration assistance for human trafficking victims and battered immigrant women.

The VOCA agency may administer the network project directly or execute a subcontract with another agency or organization to administer the project. If the agency elects to competitively subcontract for administration of the project, the subcontractor should be selected within 120 days after the award date, unless state policies or procedures would prevent the applicant from doing so under this timeline. (If that is the case, the applicant should describe the state policies and indicate a realistic timeframe for selecting a subcontractor.)

All applicants for legal assistance network grants must include a partnership with a local researcher. The researcher must be a partner in the proposal and a Memorandum of Understanding (MOU) between the applicant organization and research partner must be included in the application. After an award is made, the grantee will be required to submit a copy of the fully executed contract to OVC. The research partner is expected to work closely with the network and take a substantial role in the development and execution of the needs assessment in the first phase of this project. Needs assessment activities might include a combination of any of the following activities: surveys, focus groups, forums, listening sessions, and interviews. The proposal and budget must clearly reflect the partnership with the researcher. The application must demonstrate the credentials of the research partner, to include a terminal research degree, and document the expertise necessary to carry out the needs assessment.

Applicants should plan to continue the partnership with the researcher in the later phases of the project, but because those phases will be focused on implementation of legal services, the role of the researcher may change over the course of the project and become less substantial than in the first phase. A change in research partners in a later phase will need to be fully justified in the continuation application.

The researcher will pursue activities similar to those in the second phase to include: (1) continuing to work with the grantee, the National Institute of Justice (NIJ) evaluation team, and OVC to refine implementation criteria or fidelity criteria for implementation policies and procedures; (2) continuing to work with the grantee, the NIJ evaluation team, and OVC to provide input on the identification of appropriate outcome measures; (3) assisting the grantee in the continued execution and refinement of a satisfaction or experience survey for victims

entering the network; and (4) working with OVC and the NIJ evaluation team to ensure consistency in implementation within and across sites. The researcher must be an included partner in the continuation proposal, and the budget must clearly reflect an allocation for the research partner. The application must demonstrate the credentials of the research partner.

All applicants seeking funding to develop and implement a legal assistance network will be required to work closely with the technical assistance provider, including coordination in connection with the needs assessment activities.

VOCA agencies may submit more than one application for a legal assistance network—focusing on different regions or cities—but two applications from one agency would only be funded after all other viable applications are funded under the solicitation.

Technical Assistance Grant: One organization will be selected under this solicitation to provide intensive technical assistance to the three grantees funded to establish legal assistance networks. Additionally, the technical assistance provider will work with the six existing Wraparound Victim Legal Assistance Network Demonstration Project sites, providing some specialized technical assistance to those sites, and serving as a conduit for information-sharing between the existing Wraparound networks and the new networks funded under the FY 2014 Vision 21 Victim Legal Assistance Networks solicitation. Because no one organization can be expected to represent the broad range of types of legal assistance to be provided by the three networks funded, it is expected that the organization awarded funding to provide technical assistance will execute subcontracts with other organizations in order to be fully representative of that range.

Applicants for the technical assistance grant must be prepared to undertake activities similar to the following in support of the legal assistance networks: regular contact and interaction with the three sites to keep apprised of the status of site activities; site visits, as needed, to the three jurisdictions awarded funding under this solicitation as well as the six existing Wraparound sites to provide onsite technical assistance; support through phone and e-mail contact as needed by the sites; and organization of at least one meeting to bring together the three sites and the six existing Wraparound sites.

The ability to provide these types of assistance to the three new network grantees and the six existing Wraparound grantees—directly and through subcontracts—must be clearly demonstrated in the Capabilities and Competencies section of the Program Narrative (see page 13).

Goals, Objectives, and Deliverables

The goal of the Vision 21 Victim Legal Assistance Networks project is to develop comprehensive, collaborative networks to provide holistic legal assistance to crime victims to meet all legal needs that arise in connection with their victimization.

Victim Legal Assistance Network Grantees. Legal assistance network grantees will spend the first phase of the project (18 months) undertaking extensive planning for and designing of a model for delivering wraparound victim legal services. Objectives for the legal assistance network grantees in the first phase of the project are to develop and conduct a needs assessment in the defined geographical service area; and, based on the results of the needs assessment, design a detailed plan that includes policies, procedures, and protocols for providing victims with necessary legal services and referrals within the network.

If grantees are successful in completing the planning process before the end of the first phase, with OVC's approval, they may have the opportunity to begin the implementation process and provide direct services in the latter part of the planning phase. Implementation is otherwise planned for the second phase of the project, if the grantee receives continuation funding in the second year, and will continue in the third and fourth years (depending on funding availability and grantee performance in the prior year).

Deliverables of the three network projects in the first phase will include:

- MOUs/contracts among the partners, including the research partner.
- A needs assessment.
- An implementation plan including policies, procedures, and protocols.

Applicants proposing to develop victim legal assistance networks that meet the needs of victims of a particular type of crime or of one population of victims will not be considered responsive to the solicitation.

Technical Assistance Grantee: The objective of the technical assistance project is to provide intensive support to the three legal assistance network grantees as they carry out their objectives. Additionally, the technical assistance grantee will provide specialized technical assistance to the existing OVC Wraparound Victim Legal Assistance Network Demonstration Projects, as needed.

Deliverables of the technical assistance grantee in the first phase will include:

- A documented strategy for the provision of technical assistance in the first phase, including (1) procedures and mechanisms for the networks to access technical assistance when needed, (2) a framework for proactive technical assistance to each site throughout the first phase, (3) a plan for site visits to each jurisdiction, and (4) a proposal for providing specialized technical assistance to the existing Wraparound Legal Assistance Network sites.
- Regular phone and e-mail contact with the three sites.
- Onsite technical assistance to the networks.
- Specialized assistance to the Wraparound Legal Assistance sites, as needed.
- Targeted training for sites on particular legal topics as needed.
- A joint meeting of the Wraparound Legal Assistance sites and the Vision 21 Network sites.

Amount and Length of Awards

OVC anticipates that it will make up to four awards under this solicitation. Up to three awards will be made for up to \$500,000 each to support the establishment of a victim legal assistance network covering a city, region, or state; and one award of up to \$800,000 will be made for the support of technical assistance to the three network sites selected under this solicitation and the six existing Wraparound Legal Assistance sites. All four awards will be for an 18-month project period, with the possibility of funding for three additional 18-month phases.

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

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 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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.

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

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 Measures | Data Grantee Provides |
|---|---|--|
| <p><u>Legal Assistance Network Grantees</u></p> <p>To conduct an extensive needs assessment that will assist in the development of comprehensive, collaborative networks to provide holistic legal assistance to crime victims to meet all legal needs that arise in connection with their victimization.</p> | <p>Number of gaps identified in resources and/or services.</p> <p>Number of deliverables that meet expectations.</p> <p>Percent of new policies, procedures, strategies, or interventions implemented to address a need.</p> <p>Number of partner agencies and organizations in the legal assistance network.</p> <p>Number of services provided.</p> | <p>Number of gaps in legal services for crime victims identified in the targeted geographical area.</p> <p>Number of deliverables that meet expectations.</p> <p>A comprehensive needs assessment.</p> <p>Number of new policies, procedures, strategies, or interventions developed.</p> <p>Number of new policies, procedures, strategies, or interventions implemented to meet an identified need or gap during the reporting period.</p> <p>Number of partner agencies and organizations in the legal assistance network.</p> <p>Number of legal services (by type) provided by partners in the network (if implementation begins in first phase.)</p> |

| Objective | Performance Measures | Data Grantee Provides |
|--|---|--|
| <p data-bbox="186 302 467 365"><u>Technical Assistance Grantee</u></p> <p data-bbox="186 401 535 600">To provide specialized technical assistance to the existing OVC Wraparound Victim Legal Assistance Network Demonstration Projects.</p> | <p data-bbox="583 302 971 401">Percent of training and technical assistance requests completed.</p> <p data-bbox="583 436 902 499">Number of professionals trained.</p> | <p data-bbox="998 302 1373 401">Number of training and technical assistance request received.</p> <p data-bbox="998 436 1414 535">Number of training and technical assistance assistance request completed.</p> <p data-bbox="998 571 1321 634">Number of professionals trained.</p> |

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). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet into one document. However, if an applicant submits only one budget 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 OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

The project abstract should clearly indicate whether the applicant is seeking a grant to develop a legal assistance network or to provide technical assistance to other grantees.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission To Share Project Abstract With the Public: It is unlikely that OVC will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications (for example, through a listing on a Web page available to the public). The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The Program Narrative should not exceed 25 double-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. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

If the Program Narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

- **Statement of the Problem:** The problem statement must provide strong rationale for the project and provide a clear statement of how funding will support the project's value to the victims field by meeting a stated goal. Applicants must briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem. Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions.
- **Project Goals and Objectives:** The goals should state the overall purpose of what is to be accomplished. The objectives should be measurable, relate directly to the issues described in the statement of the problem, and describe the steps necessary to reach the goals or how the goals will be accomplished.
- **Project Design and Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products. The applicant must specify the goals and objectives of the project. A time-task plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.

Applicants are not expected to provide a detailed strategy or budget for subsequent phases of the project; however, in the Program Narrative, applicants should outline a projected plan for carrying out the continuation phases of the project if continuation funding is awarded.

- **Logic Model:** Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment, as stipulated in "Additional Attachments," page 16. Please note that logic models submitted as part of the application must be updated and included as part of the implementation plan design based on the needs assessment.
- **Capabilities and Competencies:** Organizational capability will be assessed on the basis of the applicant's described financial capability, management structure, project management plan, and documentation of the professional staff members' unique qualifications to perform their assigned tasks under the project. 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, and document that key staff on the project possess the requisite subject matter expertise. 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 work on the project contingent upon receipt of funding. Applicants must state their administrative and financial capability to manage federal grants.
- **Plan for Collecting the Data Required for This Solicitation's Performance Measures:** Submission of performance measure 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 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. 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.

- **Travel:** Applicants should allocate funding for one trip to attend a meeting of network sites convened by the technical assistance provider. Applicants should budget for a 3-day meeting. Because the location is unknown, travel costs will have to be estimated.

Applicants should either budget costs to attend a Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO) or plan to take the online Financial Management Training course, unless the grantee has previously attended a seminar or taken the online training. Specific information (such

as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm. The online training course can be accessed on the OJP Training and Technical Assistance Web site at <http://gfm.webfirst.com/>. Applicants should indicate that the training has already been taken or an intention to take the online course if travel costs for the seminar are not included.

- 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.
- Consultant travel: Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Category on the budget information sheet.
- OJP Financial Guide: All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide, which includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the OJP Web site at www.ojp.usdoj.gov/financialguide/index.htm. This document will govern the administration of funds by all successful applicants and their contractors.
- Any proposed program income (for example, registration fees for a training event or conference) must be identified. Program income should not be included on the Budget Detail Worksheet, but reflected in a document accompanying the budget that clearly shows the income and how it will be expended in the context of the project.
- Favorable consideration will be given to technical assistance project applicants that have lower administrative costs and consequently more funding allocated for technical assistance activities.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget nNarratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the budget detail worksheet, the budget narrative should be broken down by year.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

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. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk.
- Date the applicant was designated high risk.
- The high risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement

comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

| Federal or State Funding Agency | Solicitation Name/ Project Name | Name/Phone/E-mail for Point of Contact at Funding Agency |
|---|---|--|
| DOJ/COPS | COPS Hiring Program | Jane Doe, 202/000-0000, jane.doe@usdoj.gov |
| HHS/Substance Abuse & Mental Health Services Administration | Drug Free Communities Mentoring Program/ North County Youth Mentoring Program | John Doe, 202/000-0000, john.doe@hhs.gov |

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

- b. **Résumés 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.
- c. **Logic Model.**
- d. **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 CFR 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, 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 and view the two model privacy certificates available for adaptation.

- e. **Letters of support and/or MOUs** must be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project.
 - f. **A detailed time-task plan** must be provided.
 - g. **Disclosure of Lobbying Activities (Form SF-LLL).** All applicants must complete this information and submit the form with the application. 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.
- 8. 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](#).

Selection Criteria

The application elements (see pages 11–18) will be weighted as follows:

1. Abstract (5%)
2. Statement of the Problem (10%)
3. Project Goals and Objectives (10%)
4. Project Design and Implementation Plan (including logic model) (35%)
5. Capabilities and Competencies (25%)
6. Plan for Collecting the Data Required for Solicitation’s Performance Measures (5%)
7. Budget Detail Worksheet and Budget Narrative (10%)

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use 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 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.

- 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
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

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

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

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

| Characters | Special Characters | | |
|--------------------|---|------------------|-----------------------|
| Upper case (A – Z) | Parenthesis () | Curly braces { } | Square brackets [] |
| Lower case (a – z) | Ampersand (&) | Tilde (~) | Exclamation point (!) |
| Underscore (_) | Comma (,) | Semicolon (;) | Apostrophe (‘) |
| Hyphen (-) | At sign (@) | Number sign (#) | Dollar sign (\$) |
| Space | Percent sign (%) | Plus sign (+) | Equal sign (=) |
| Period (.) | When using the ampersand (&) in XML, applicants must use the “&amp;” format. | | |

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be submitted successfully in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.826 titled “*Vision 21*,” and the funding opportunity number is OVC-2014-3914.

- 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 a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive 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. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, OVC will review only the most recent valid 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 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.
- Failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant’s computer or information technology environment, including firewalls.

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

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to 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.

Application Checklist

OVC FY 2014 Vision 21 Victim Legal Assistance Networks

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS number (see page 21)

_____ Acquire or renew registration with SAM (see page 21)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 21)

_____ Acquire AOR confirmation from the E-Biz POC (see page 21)

To Find Funding Opportunity:

_____ Search for the funding opportunity on Grants.gov (see page 21)

_____ Download Funding Opportunity and Application Package (see page 22)

_____ Sign up for Grants.gov e-mail notifications (optional) (see page 20)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

_____ Review "[Other Requirements](#)" Web page

Scope Requirement:

_____ **Victim Legal Assistance Network Applicants**—The federal amount requested is within the allowable limit(s) of \$500,000.

_____ **Technical Assistance Project Applicants**—The federal amount requested is within the allowable limit(s) of \$800,000.

Eligibility Requirement:

_____ Eligible applicants for funding to support the **Victim Legal Assistance Networks** are the agencies in the states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands that administer VOCA victim assistance formula grants.

_____ Eligible applicants for funding to provide **technical assistance** to the legal assistance networks are limited to private nonprofit organizations; colleges and universities; and public agencies that can demonstrate knowledge and understanding of the range of legal assistance needs of crime victims and forge partnerships to represent that range of assistance. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 12)

_____ Project Abstract (see page 12)

_____ Program Narrative (see page 13)

_____ Budget Detail Worksheet (see page 14)

- _____ Budget Narrative (see page 15)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 9)
- _____ Read OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 9)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 16)
- _____ Applicant Disclosure of High Risk Status (see page 16)
- _____ Additional Attachments (see page 16)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Resumes
 - _____ Logic Model
 - _____ Privacy Certificate
 - _____ Letters of Support/MOUs
 - _____ Detailed Time Task Plan
 - _____ Disclosure of Lobbying Activities (SF-LLL)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 18)