

U.S. Department of Justice

Office of Justice Programs

Office for Victims of Crime

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding under the Supporting Male Survivors of Violence solicitation. This program furthers the Department's mission by supporting efforts to provide comprehensive services for survivors of violence, particularly boys and young men of color.

FY 2015 Supporting Male Survivors of Violence

Eligibility

Purpose Area #1: Eligible applicants for the demonstration project are limited to: state and local agencies; federally recognized tribal governments (as determined by the Secretary of the Interior); private nonprofit organizations (including tribal nonprofit organizations); faith-based and community-based organizations; and colleges or universities (including tribal institutions of higher education) that demonstrate an understanding of the area of victimization and support services described in the solicitation. Applicants must have the staff resources and capacity to develop or enhance programs proposed to address the area of victimization described in the solicitation.

Purpose Area #2: Eligible applicants for funding to provide technical assistance to the demonstration projects are private nonprofit organizations, colleges and universities or public agencies (including tribal nonprofit organizations and tribal institutions of higher learning). Applicants must have: (1) demonstrated experience and understanding of the range of crime victims' needs and (2) the ability to 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.

Eligible applicants may apply to either the demonstration project OR technical assistance project, but not both. Applicants that apply for both projects will not be considered.

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

OVC may elect to make awards for applications submitted under this solicitation both in the current and future fiscal years, dependent on the merit of the applications and the availability of appropriations.

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

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications must be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 17, 2015.

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

For additional information, see [How to Apply](#) in section D. Application and Submission Information.

Contact Information

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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Sharron Fletcher, Lead Victim Justice Specialist, by telephone at 202-305-2358, or by e-mail at Sharron.Fletcher@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2015-4255

Release date: May 1, 2015

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FY 15 Supporting Male Survivors of Violence (CFDA #16.582)

A. Program Description

Overview

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and 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 legislation intended to advance victim rights and services. This solicitation seeks to improve responses to male survivors of violence, particularly boys and young men of color, and their families, and to dedicate technical assistance to support these efforts. This project is authorized by 42 U.S.C. § 10603(c)(1)(A) and will be undertaken in association with the Office of Juvenile Justice and Delinquency Prevention, whose activities are authorized under the Juvenile Justice and Delinquency Prevention Act (JJDP Act) of 1974, as amended, 42 U.S.C. §§ 5631—5633.

Program Specific Information

OVC's *Vision 21: Transforming Victim Services Final Report* (Vision 21) envisions that "all crime victims in the 21st century can readily access a seamless continuum of evidence-based services and support that will allow them to begin physical, emotional, and financial recovery." However, Vision 21 recognizes there are serious challenges to achieving this goal. Improving the field's understanding of violence and trauma and their effects on victims and survivors are among these challenges.

Myriad forms of violence occur in homes and communities across the nation. Over the last two decades, research and practice have taught us that exposure to one form of violence is a risk factor for exposure to other forms of violence. We have also learned that the trauma caused by exposure to violence, through direct experience or witnessing, changes how individuals think, feel, and function¹. The impact of trauma may manifest in different ways—with physical, psychological, and emotional effects such as impaired ability to manage emotions, difficulty concentrating or learning, engagement in high-risk behaviors such as substance abuse, risky sexual behavior, criminal activity and other self-harming behaviors. Thus, the trauma created by experiencing or witnessing violence can significantly affect a person's physical and mental health and impair their ability to heal and feel whole again.

Given this knowledge, the provision of holistic, trauma-informed services for all crime victims is an important step in every victim's healing process. This step is especially important to groups that experience high rates of victimization, notably boys and young men of color. Although young men of all races between the ages of 16 and 24 experience higher rates of violence than any other age group, data collected by the Bureau of Justice Statistics from 1996 to 2007 show that young African-American men were the most likely to be robbed every year, most likely to be victimized by violence overall in six of the 11 years, and second most likely to be victimized in

¹ Defending Childhood Task Force Report: Report of the Attorney General's National Task Force on Children Exposed to Violence <http://www.justice.gov/defendingchildhood/task-force.html>, published December 12, 2012.

four of the 11 years.² Additional data from the Centers for Disease Control and Prevention indicate that homicide is the leading cause of death for young African American males, the second leading cause of death for Latino males, and third leading cause of death for American Indian/Alaskan Native males age 10 to 24 years old.³

While the circumstances surrounding the victimization of young African American males are extremely complex, it is clear that the victim services field must play a larger role in raising awareness about, and responding to, these young victims. Although the statistics on victimization of young male victims, including African Americans and Latinos, is especially troubling, these victims are rarely an area of focus for many traditional victim service providers. There are few nonprofit victim-serving organizations that have the resources and expertise to provide comprehensive, accessible, developmentally appropriate and culturally relevant services to male victims of any race or ethnicity who are physically or sexually assaulted or otherwise victimized, nor are many of these victims likely to access system-based victim services available through law enforcement or prosecutorial agencies.

A number of reports, such as the Attorney General's National Task Force on Children Exposed to Violence and Vision 21, reflect understandings of the long-term effects of trauma and violence on victims, especially those victim populations that statistics show are both underserved and experience higher rates of victimization, such as boys and young men of color. Recommendations from both reports seek to enhance the field's ability to recognize and improve services for men and boys of color who fall victim to violence to help normalize their lives and promote their healing. To further address this serious challenge, OVC is collaborating with the Office for Juvenile Justice and Delinquency Prevention (OJJDP) to release the FY 15 *Supporting Male Survivors of Violence* solicitation.

This solicitation seeks innovative proposals that will create equal access to both system and community-based service providers for male survivors of violence, particularly boys and young men of color, to catalyze a national commitment to better serve these individuals. OVC is particularly interested in proposals that seek to strengthen victim service providers' knowledge and skills, resulting in innovative programs and practices that foster a better understanding among criminal and juvenile justice systems and guide service providers around the needs and rights of these boys and young men. Both OVC and OJJDP will provide oversight for all of the projects funded through this solicitation.

OVC seeks applications that address one of the two purpose areas identified below:

Purpose Area #1: Demonstration Projects Competition ID: OVC-2015-4256

This solicitation will fund demonstration sites that put in place evidence-based models and practices to provide trauma-informed, comprehensive services for male survivors of violence, particularly boys and young men of color, and their families and supporting policies (refer to www.crimesolutions.gov for a listing of effective and promising programs and practices). This project will be conducted in two phases—Phase 1: Planning (9 months) and Phase 2:

² D. Sered, *Young Men of Color and the Other Side of Harm: Addressing Disparities in our Responses to Violence*. New York: Vera Institute of Justice, 2015. Bureau of Justice Statistics (BJS) National Crime Victimization Survey, Table 10: Number of Victimization and victimization rates for persons age 12 and over, by race, gender, and age of victims and type of crime, 1996-2007, <http://www.bjs.gov/content/pub/sheets/cvsprshs.cfm>.

³ Centers for Disease Control and Prevention, *Leading Cause of Death Reports, National and Regional, 1999-2013*, http://webappa.cdc.gov/sasweb/ncipc/leadcaus10_us.html.

Implementation (27 months). During the Phase 1 planning process, participating sites will work with a multidisciplinary partnership to develop a strategy to either:

- Expand existing effective services to reach male survivors of violence and their families; or
- Conduct a gap analysis of existing services and policies, and then develop and implement a plan to overcome barriers to reach male survivors of violence and their families.

During Phase 2, demonstration sites will work to put approved plans into practice and implement policies and strategies to achieve and sustain desired outcomes.

A responsive demonstration project application might propose the following:

- Use of injury review panels or multi-disciplinary teams to identify and address service gaps and barriers that improve participating agency responses and create a seamless network of services for male survivors of violence;
- Provision of services at trauma recovery centers to improve responses to male survivors of violence, particularly boys and young men of color;
- Funding of positions and training for community outreach workers to support violence interrupter programs;
- Undertaking a comprehensive review of policy pertaining or affecting screening, identification, assessment and treatment of those who have been victimized;
- Creation or expansion of hospital and law enforcement-based intervention programs that provide a network of support services for victims of violent crime; and,
- Use of restorative justice programs that hold participants accountable while creating a network of services for male survivors of violence.

The activities listed above are solely included as examples. Applicants are not limited to submitting proposals for these types of activities. Rather, applicants are encouraged to consider a wide variety of solutions to the problem of providing victim services to male survivors of violence, especially those who historically have lacked access to these services.

Demonstration project applicants may submit applications in only one category to either (A) expanding existing services or (B) conducting a gap analysis, per submission. OVC anticipates that all applicants will work with a network of stakeholders to develop and deliver comprehensive, trauma-informed services. While each demonstration site may approach this issue somewhat differently, and engage unique partners, OVC anticipates representatives from the following systems may serve as active participants: representatives of state/local government, victim services, law enforcement, local United States Attorney's offices, health services (physical, mental, and behavioral), juvenile justice, prosecutors, public defenders, courts, educators, community and faith-based organizations, and other relevant partners. In addition to representatives of the systems noted above, applicants are required to engage survivors and their families as active participants.

There will be two concurrent research activities associated with this initiative. Evaluators funded by the National Institute of Justice (NIJ) will conduct a demonstration-level implementation evaluation (see below for more details on their role). Sites are also required to collaborate with a local research partner to develop a strategy/logic model and implementation plan for the proposed project.

The local research entity must be a partner in the proposal and a Memorandum of Understanding (MOU) between the applicant organization and the research entity must be

included in the application. The role of the local research entity is to advise the demonstration site in developing their strategy to use evidence-based models to provide trauma-informed, comprehensive services for male survivors of violence, particularly boys and men of color, and their families. This strategy must be articulated in the form of a logic model to provide a graphical depiction of the logical relationships between the resources, activities, outputs and outcomes of the strategy or program. The research partner must be independent and not connected, directly or indirectly, to the applicant agency outside of the agreement for the implementation evaluation. The MOU developed must explicitly allow the local research entity access to data that is important to the successful completion of the demonstration project. The proposal and budget must also clearly reflect the partnership of the researcher. Applicants are encouraged to explore a range of possible research partners including land-grant institutions (colleges and universities including Historically Black Colleges and Universities [HBCUs]) and Tribal land-grant institutions (refer to <http://nifa.usda.gov/state-and-national-partners-map> for details).

In support of the implementation evaluation, the research entity will work with the demonstration sites, TA providers, OVC and OJJDP to refine criteria and plans for implementation policies and procedures. The local research entity will also be responsible for working with the demonstration evaluator to determine appropriate baseline analysis, identify study measures and ensure that the demonstration evaluators are able to obtain the data necessary to conduct the demonstration implementation evaluation.

OVC will transfer funding to NIJ to support the evaluation of the demonstration sites that will take place concurrently with this project. Therefore, research entities should be prepared to work with the NIJ evaluator, demonstration sites, OVC, and OJJDP to provide input on the identification of appropriate outcome measures and performance indicators.

Applicants may only apply to purpose area, meaning either the demonstration project OR technical assistance project. OVC will not consider applicants that apply for both projects.

Purpose Area #2: Technical Assistance Projects Competition ID: OVC-2015-4257

This solicitation will be used to select up to two distinct technical assistance (TA) providers to support the demonstration sites in the following categories:

- A. Comprehensive TA: To deliver comprehensive information, training, and technical assistance to support the demonstrations sites, including subject matter expertise, training on identified topics, and peer-to-peer learning exchanges; and,
- B. Communications TA: To assist the demonstration sites with outreach efforts aimed at educating stakeholders and the broader community on the adverse effects of trauma and violence as well as the importance for community and system-based services to communicate and develop consistent policies, procedures and messaging to enhance efforts to reach and identify victims and survivors.

Additionally, the TA providers chosen will work with OVC and OJJDP to increase the body of knowledge available on identifying and serving male survivors of violence, particularly boys and young men of color, and their families.

During the Phase 1 planning period, the TA providers will work intensively with the participating demonstration sites to support their planning and evaluation efforts. The TA providers will assist

the demonstration sites with implementation and sustainability planning as needed during Phase 2.

Applicants for the technical assistance project must be prepared to undertake certain activities in support of the demonstration sites such as, regular contact and interaction with the demonstration sites to remain apprised of the status of project activities; site visits, on-site consultation, and technical guidance, as needed to the demonstration sites; support through webinars, phone and email contact as needed by the demonstration sites; and, organization of at least one meeting to bring the demonstration sites together for shared learning.

The ability to provide these types of assistance to the demonstration sites—directly and through subcontracts—must be clearly demonstrated in the Project Design and Implementation Plan and Capabilities and Competencies sections of the Program Narrative.

As mentioned above, the NIJ demonstration evaluation is distinct from and guided in part by the implementation evaluations planned by each local research entity at the demonstration site. OVC expects the participating demonstration sites and the TA providers to cooperate fully with the NIJ evaluation. The role of the NIJ demonstration evaluator would be to develop a baseline data collection strategy for use across all demonstration sites, and independently assess the implementation of the demonstration sites. NIJ will release a separate solicitation for the evaluator, so please refer to that solicitation for additional information.

Goals, Objectives, and Deliverables

The goal of this solicitation is to support evidence-based models, practices and policies to improve identification of and responses to male survivors of violence, particularly boys and young men of color, and their families through comprehensive, coordinated, developmentally appropriate, trauma-informed and culturally relevant services and support that address the full range of victim needs.

Demonstration Projects: The participating demonstration sites will spend the first phase of the project (9 months) developing extensive plans to provide comprehensive services for male survivors of violence and their families. The following objectives support this goal:

- Create a multi-disciplinary network of partners to provide coordinated services and support for male survivors of violence and their families;
- Conduct outreach and training to educate stakeholders on the adverse effects of trauma and violence; and,
- Develop methods to overcome barriers that prevent male survivors of violence, particularly boys and young men of color, from accessing services and support.

OVC will consider demonstration project applications in one of the following categories that fulfill the purpose of this solicitation:

- A. Expansion of existing effective policies, programs and strategies to reach and identify male survivors of violence and their families and connect them with comprehensive, developmentally appropriate, trauma-informed and culturally relevant services;

- B. Assessment of existing victim service programs, systems, and policies to identify barriers that prevent male survivors of violence from accessing services and support and development of plans to address the gaps identified.

Demonstration project applicants may submit applications in only one category per submission. OVC anticipates that applicants will work with a network of stakeholders to develop and deliver comprehensive, trauma-informed services. While each demonstration project may approach this issue somewhat differently, and engage unique partners, OVC anticipates the following systems may serve as active participants: representatives of state/local government, victim services, law enforcement, local United States Attorney's offices, health services (physical, mental, and behavioral), juvenile justice, prosecutors, public defenders, courts, educators, community and faith-based organizations, and other relevant partners. All applicants are required to engage survivors and their families as active participants in the stakeholder network.

Applicants must indicate the age range that their programs and services will target (e.g. 0-9 years old, 10-24 years old) and distinguish when supportive services are only available to specific age groups.

Applicants are required to work with a local research partner to plan for an implementation/process evaluation during Phase 1. The purpose of this evaluation is to develop a logic model, assess the availability and quality of data, and lay the groundwork for assessing the process, measuring the impact, and determining the progress made by the proposed project. The participating sites and research partners must be willing to work with the TA providers, the NIJ demonstration evaluator, OJJDP and OVC to develop the final evaluation plan.

During Phase 1, OVC anticipates that the participating demonstration sites will have access to up to \$150,000 (out of the potential \$1,000,000 award) in funding until they have satisfactorily submitted the required program deliverables. These planning funds will be used to cover staff time, travel and other expenses necessary to support Phase 1 planning efforts. Deliverables from Phase 1 include:

- A list of stakeholders and Memoranda of Understanding (MOUs)/letters of support to demonstrate project support.
- A formal plan for stakeholder collaboration and communication.
- A detailed plan to expand identification of, outreach, and services to support male survivors of violence and their families.
- A completed gap analysis/needs assessment with a plan to address the barriers identified to reach male survivors of violence and their families (*for Category B applicants only*).
- A plan to conduct a detailed process evaluation of the services and support provided.
- A plan to conduct outreach on the effects of trauma and violence to educate stakeholders and reach young people that do not identify as victims.

Upon successful submission of all Phase 1 deliverables, participating sites will be allowed access to their remaining funds to support Phase 2 implementation efforts. OVC will enter into a cooperative agreement with successful applicants to ensure involvement in key decisions and direction of the project. All funded applications, along with their project partners, will be required to work cooperatively with the designated Demonstration Technical Assistance Providers. All funded applicants will also be expected to cooperate in the evaluation of this Demonstration Project.

Technical Assistance Projects: The goal of the TA project is to provide intensive TA support to the demonstration sites as highlighted below as they carry out their objectives. OVC anticipates that the TA providers will complete the following activities and tasks to meet this objective:

A. Comprehensive TA:

- Provide diverse subject matter expertise and innovative assistance to demonstration sites to ensure they achieve individual project goals and objectives.
- Work with demonstration sites to engage partners and develop plans to either expand identification of and existing effective services to reach male survivors of violence, particularly boys and young men of color, OR to assess existing services for barriers and service gaps that prevent these survivors from accessing services.
- Work with demonstration sites to develop an implementation strategy to reach male survivors of violence, particularly boys and young men of color, and their families and connect them with needed services and support to assist their healing.
- Identify and provide TA on trauma-informed, developmentally appropriate and culturally competent, balanced approaches and data driven strategies throughout the project.
- Identify expert consultants to provide ongoing support for the development and implementation of demonstration projects, including onsite consultations when necessary.
- Facilitate peer-to-peer consultation and networking among participating sites, as well as across related federal programs (i.e. National Forum on Youth Violence Prevention, Defending Childhood, etc.), to promote problem solving and innovation through the exchange of information and ideas.
- Identify relevant information and lessons learned throughout the project. Work with OVC and OJJDP to determine how to develop materials and methods that communicate these findings to the larger field.

B. Communications TA:

- Review policies, procedures and communications from demonstration site partners to develop consistent messaging aimed at identifying and reaching male survivors of violence.
- Work with demonstration sites to develop and conduct outreach aimed at educating stakeholders and the broader community on the adverse effects of trauma.

The comprehensive TA provider will take the lead on the majority of the TA activities outlined; however, OVC anticipates that the TA providers will work closely together to provide consistent support to the demonstration sites in both categories. Applicants are encouraged to demonstrate their ability to provide comprehensive or communications TA support or collaborate with other entities capable of delivering these services via subcontract.

Technical assistance will also involve ongoing phone and e-mail consultations, webinars, and other distance/online learning technologies. The TA providers will work in partnership with OVC, OJJDP, and the demonstration projects to accomplish the goals, objectives, and activities of the project.

Technical assistance applicants must clearly demonstrate their knowledge and experience in victim services (including victim compensation), child and youth victimization, child and adolescent development, cultural competence, child welfare, juvenile justice, law enforcement, health services (physical, mental and behavioral), and other key components identified by the applicant. Applicants should also demonstrate their knowledge and relevant connection to

mental and behavioral health counseling services and have the ability to collaborate with these entities as needed to support this TA project.

Communications TA applicants must:

- Describe their approach to supporting the development of consistent communications, policies and messaging to enhance efforts to reach, identify, and serve victims and survivors.

Comprehensive TA applicants must:

- Propose a process or structure to accommodate special projects—OVC and OJJDP may require the successful applicant to undertake special projects or develop products on male survivors of violence. For example, OVC and OJJDP may wish to have representatives from the demonstration sites attend other conferences, which would require the TA provider to handle the logistics.

All applicants must:

- Identify a project lead and expert consultants to provide ongoing support for the demonstration sites.
- Describe their approach to supporting development and implementation by demonstration sites of strategic plans that utilize multidisciplinary partnerships, balanced approaches, and data-driven implementation strategies.
- Provide technical support to the demonstration sites, in consultation with OVC and OJJDP, to improve identification of and responses to male survivors of violence and their families, including assessing existing system and community-based services for barriers that prevent these survivors from accessing services.
- Work collaboratively with OVC, OJJDP, and the demonstration sites to develop meeting agendas, identify faculty and/or consultants, and develop and provide meeting materials.
- Perform all logistics to support training and technical assistance activities and events.
- Develop and deliver issue-based training on topics of interest or concern across or within the participating states in collaboration with OVC and OJJDP.
- Work with OVC and OJJDP to write and develop articles on serving male survivors of violence and related issues for newsletters and other publications of OVC and OJJDP.
- Maintain regular communication with OVC, OJJDP, and project leads from the participating demonstration sites on ongoing project issues, developments, and activities.
- Provide OVC and OJJDP with regular updates on progress of participating sites' efforts to plan, develop, and implement their strategies.
- Develop a system for receiving, tracking and responding to requests for TA, including an evaluation process that allows OVC and OJJDP to assess user satisfaction with services.
- Describe their approach to working with the other TA provider to support the demonstration sites.

OVC will enter into a cooperative agreement with the successful demonstration project and technical assistance applicants to ensure involvement in key decisions and direction of the project. In furtherance of the goals and objectives described above, OVC's role in coordination with OJJDP will include the following:

- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.

- Reviewing and approving major project-generated documents (i.e., gap analysis/needs assessment tool and overall plan to assess needs).
- Providing guidance on significant project plans and participating in project-related training events or meetings.
- Selecting the participating demonstration projects and TA providers.

Evidence-Based Programs or Practices

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

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

Purpose Area #1: Demonstration Projects

Competition ID: OVC-2015-4256

OVC estimates that it will make eight - twelve awards of up to \$1,000,000 each to support the demonstration projects for a 36-month project period, beginning on October 1, 2015 and ending September 30, 2018.

OVC and OJJDP reserve the right to make additional demonstration site awards from this solicitation based on the merit of applications, availability of funding and strategic priorities.

Purpose Area #2: Technical Assistance Projects

Competition ID: OVC-2015-4257

OVC estimates that it will make up to two awards of up to \$1 million each for a total of \$2 million to support the TA project for a 36-month project period, beginning on October 1, 2015 and ending September 30, 2018.

In certain cases, OVC or OJJDP may provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, merit of applications, and grantee performance (indicated by the quality of the management of the award measured by the timeliness and quality of progress reports, and assessment of the progress of the work funded under the award).

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

Type of Award⁴

OVC expects that it will make any awards from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

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

⁴ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Budget Information

Cost Sharing or Match Requirement

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

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁵ The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm>. OJP policy

⁵ This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

Purpose Area #1: Eligible applicants for the demonstration project are limited to: state and local agencies; federally recognized tribal governments (as determined by the Secretary of the Interior); private nonprofit organizations (including tribal nonprofit organizations); faith-based and community-based organizations; and colleges or universities (including tribal institutions of higher education) that demonstrate an understanding of the area of victimization and support services described in the solicitation. Applicants must have the staff resources and capacity to develop or enhance programs proposed to address the area of victimization described in the solicitation.

Purpose Area #2: Eligible applicants for the technical assistance project are private nonprofit organizations, colleges and universities or public agencies (including tribal nonprofit organizations and tribal institutions of higher education). Applicants must have (1) demonstrated experience and understanding of the range of crime victims need and (2) the ability to 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.

Eligible applicants may only apply to one purpose area, meaning either the demonstration project OR technical assistance project. OVC will not consider applicants that apply for both projects.

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

Lead applicants for the demonstration project must partner with a collaborative body that includes representatives of state and local government, victim services, law enforcement, health services (physical, mental, and behavioral), juvenile justice, courts, prosecutors, educators, and other state, tribal, and local entities as well as survivors and their families.

Partners should collectively have expertise in victim services (including victim compensation), child and youth victimization, child welfare, child and youth development, juvenile justice, law enforcement, mental health, and other key components identified by the applicant.

OVC and OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and the availability of appropriations.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP’s Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

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

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

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

The project abstract should clearly indicate whether the applicant is applying to the Demonstration Project (in Category A or B) or the Technical Assistance Project (Category A or B). Applications submitted for both projects will not be considered.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

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

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

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

3. Program Narrative

The program narrative must include five separate sections: Problem Statement, Goals and Objectives, Project Design and Implementation Plan, Capabilities and Competencies, and Plans for Measuring Progress and Outcomes. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section. The following sections should be included as part of the program narrative.

- a. Problem Statement:** The problem statement must establish strong rationale for the project and provide a clear statement of how funding will support the project’s value to the victims field by meeting the stated goals. Applicants should use data to provide

evidence that the need for the effort exists and demonstrate the scope and size of the need. The problem statement must also make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.

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

- b. Goals and Objectives:** State the overall purpose of the project and specific goals and objectives. The objectives should be measurable, relate directly to the issues described in the problem statement, and describe the steps necessary to reach the goals or how the goals will be accomplished. Goals proposed in the application must not simply restate the solicitation goals.
- c. Project Design and Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems in support of the goals and objectives. This section should detail how the project will link and leverage resources from program partners that address the complex, long-term issues of survivors and their families such as substance abuse, health issues, joblessness, educational opportunities, and stable housing that may prevent victims from achieving stability, safety, and overall well-being. The applicant's strategy or project design must include the identification of a lead agency and a main point of contact within the lead agency to coordinate the effort. It must also contain a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.

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

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

- d. Capabilities and Competencies:** The lead agency must demonstrate it has the expertise and organizational capacity to undertake an initiative successfully that involves significant collaboration with other agencies supporting the effort. Applicants must address the following items in this section:
- Explain the roles and responsibilities of the lead agency along with a plan for communicating with the multidisciplinary team, other agencies, and community partners. This discussion must describe the project's organizational structure and operations.
 - Identify a coordinator within the lead agency responsible for the operation and expansion of program efforts. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff supported organizational

structure that includes capacity to oversee programmatic and financial responsibilities.

- Discuss any previous or current experience providing victim services, or TA to support such services, using multidisciplinary partnerships, balanced approaches, and data-driven strategies.
- List personnel, in addition to the identified coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
- Submit resumes for key staff identified as an attachment to the application.

Demonstration project applicants should describe previous experience conducting comprehensive planning to respond to victim issues using multidisciplinary partnerships, balanced approaches, and data-driven strategies to demonstrate their desire to expand their efforts to address disparities in our responses to victims of violence. Examples of such initiatives include the National Forum on Youth Violence Prevention, the Community-Based Violence Prevention Program, and the Attorney General's Defending Childhood Demonstration Program.

Technical Assistance project applicants should describe relevant experience either brokering or providing TA to comprehensive, multi-system efforts that respond to crime victims using multidisciplinary partnerships, balanced approaches, and data-driven strategies. Experience assisting either system or community-based services with the development of consistent messaging to reach and identify male survivors of violence should also be included.

- e. **Plan for Measuring Progress and Outcomes:** To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p><u>Demonstration Projects</u></p> <p>To implement models and policies that enable identification of male survivors of violence and provide comprehensive, trauma-informed, developmentally appropriate and culturally relevant services to survivors and their families that improve long-term outcomes.</p>	<p>Number of male survivors participating in programs that received services.</p>	<p>Number of male survivors referred for services during the reporting period.</p> <p>Number of male survivors that come in for services on their own (self-identifying, without referral) during the reporting period.</p> <p>Total number of survivors that receive services, by type of service, during the reporting period.</p>

	<p>Number of partners/stakeholders that participate in and contribute to the program.</p> <p>Short-term outcomes of collective action.</p>	<p>Number of collaborative grant activities identified involving one or more agencies or stakeholders.</p> <p>Number of active program partners/stakeholders.</p> <p>Number of Memoranda of Understanding or interagency agreements developed during the reporting period.</p> <p>Submission of formal plan for stakeholder communication.</p> <p>Submission of plan to expand or enhance existing services.</p>
	<p>Increase in number of dedicated staffing, funding or in-kind contributions provided by partners.</p>	<p>Unduplicated number of dedicated staffing, funding or in-kind contributions provided by partners during the reporting period.</p> <p>Unduplicated contributions provided by partners during the reporting period listed by type.</p>
	<p>Number of barriers or service gaps identified.</p>	<p>Number and type of policies and protocols developed to overcome barriers and service gaps.</p>
	<p>Number and type of services provided.</p>	<p>Number of services provided, by type.</p>
	<p>Number of outreach activities conducted.</p>	<p>Number and type of outreach activities conducted during the reporting period.</p> <p>Number of people contacted through outreach activities during the reporting period.</p>
	<p>Increased knowledge of effects of violence and trauma among stakeholders and community.</p>	<p>Number of stakeholders demonstrating increased knowledge of effects of trauma and violence. Note that pre and post surveys are preferred data source.</p> <p>Number of stakeholders trained, listed by type (e.g. victims service</p>

		providers, residents, law enforcement, prosecutors, etc.).
<p><u>Technical Assistance Projects</u></p> <p>To provide effective, dedicated TA resources that enhance the capacity of the demonstration projects to identify and serve male survivors of violence and their families with comprehensive, balanced and data-driven approaches.</p>	Number of organizations provided TA.	<p>Number and type of organizations provided TA during current reporting period.</p> <p>Number of requests for TA received during current reporting period.</p>
	Number of planning and training activities conducted.	Number and type of planning and training activities held during current reporting period.
	Number of participants that successfully complete training.	Number of participants in TA activities (by event) during current reporting period.
	Number of organizations engaged in the demonstration projects.	Number of organizations engaged in the demonstration projects.
	Number of organizations reporting improvements in operations based on TA received.	Number of organizations reporting improvements in operations based on TA received (reported 1-6 months post-service).
	Percentage of TA participants exhibiting increased knowledge in subject area.	<p>Number of participants completing both pre- and post-TA tests/evaluations that demonstrate improved understanding of TA subject area.</p> <p>Number of participants reporting per event/activity.</p>
	Number of tools and resources developed.	<p>Number and type of products developed.</p> <p>Number and type of tools and resources disseminated.</p>

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants

should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) Web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that Web page.

4. Budget Detail Worksheet and Budget Narrative

- a. **Budget Detail Worksheet:** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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

Demonstration Projects

- Demonstration project applicants must submit a separate budget detail and budget narrative for Phase 1: Planning and Phase 2: Implementation. The Phase 1 budget cannot exceed \$150,000 for the nine-month period (October 1, 2015 – June 30, 2016). The budget for Phase 2 cannot exceed \$850,000 for the remaining 27 months of the award period (July 1, 2016 – September 30, 2018).
 - Allowable costs for Phase 1 include staff time, travel and related expenses deemed necessary and reasonable to cover planning efforts.
 - Travel: Applicants should include travel funds with line items detailing estimated travel expenses to allow 2-3 representatives to attend a 2-day in-person planning meeting in Washington, DC during Phase 1.

All Applicants

- Funds for personnel and fringe benefits may be budgeted to support a coordinator in the lead agency.

- Travel for training: All Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C. during Phase 2 and should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants should budget for a 2-day meeting. **Note that Technical Assistant project applicants should also plan to send representatives to attend two in-person meetings in Washington, DC.**
 - All applicants must budget for costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO). Specific information (such as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm. In addition, the OCFO offers an online Financial Management Training course to all grantees. To access the online Financial Management Training course, please go to the OJP: Training and Technical Assistance website at <http://gfm.webfirst.com/>.
- Consultant rates: Consultant rates may not exceed the maximum of \$650/day or, if paid by the hour, \$81.25/hour for a maximum 8-hour work day. Applicants must be able to substantiate that consultants receiving the full \$650/day rate received this amount of compensation prior to working with the project.
- Consultant travel: Travel costs associated with project staff not directly employed by the grantee organization must be listed under the Consultant Category on the budget information sheet.
- Indirect costs: All applicants with approved federal indirect cost rates may apply said rates to the budget. However, applicants are advised that the amount of funding proposed for direct services and costs will be one factor in the review of applications.

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

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

Note: A factor in evaluating this selection criterion will be the proportion of funding expended directly on program services.

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

- c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold:** If an applicant proposes to make one or more non-competitive

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

- d. **Pre-Agreement Cost Approvals:** For information on pre-agreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

The amount of funding proposed for direct services and costs will be one factor in the review of applications.

6. Tribal Authorizing Resolution

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

7. Applicant Disclosure of High Risk Status

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

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

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

8. Additional Attachments

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

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

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

- The Federal or State funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

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

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants

(including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

- b. **Logic Model:** Please refer to Logic Model requirements included in the Project Design and Implementation Plan section of the Program Narrative on page 18.
 - c. **Letters of Support/Memoranda of Understanding (MOU):** If submitting a joint application, as described under Eligibility, page 15, applicants should provide signed and dated letters of support or MOUs for all key partners that include the following:
 - Expression of support for the program and a statement of willingness to participate and collaborate with program plans.
 - A description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational or expanded.
 - Estimate of the percent of time that the partner will devote to the planning and operation of the project.
 - d. **Resumes of Key Personnel:** Submit resumes of all key personnel identified in the application. OJP recommends that resumes be included in a single file.
 - e. **Timeline or Milestone Chart:** Please refer to the description of the time-task plan included in the Project Design and Implementation Plan section of the Program Narrative on page 18.
 - f. **Research and Evaluation Independence and Integrity:** If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.
 - i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;
- OR
- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or

organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to: the adequacy of the applicant's efforts to identify factors

that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and, the adequacy of the applicant’s existing or proposed remedies to control any such factors.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

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

OVC strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

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

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

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants

Management System (GMS).

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

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

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

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

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that an organization can have more than one AOR.

- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.582, titled “Victim Assistance/Discretionary Grants,” and the funding opportunity number is OVC-2015-4255.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area #1: Demonstration Projects
Competition ID: OVC-2015-4256

Purpose Area #2: Technical Assistance Projects
Competition ID: OVC-2015-4257

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

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

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been

approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

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

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

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁶ **Note that the amount of funding proposed for direct services and costs will be one factor in the review of applications.** (15%)
6. Additional Attachments (5%)

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant

⁶ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

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

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical

signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁷ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and

⁷ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

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

H. Other Information

Provide Feedback to OJP

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

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

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist FY 15 Supporting Male Survivors of Violence

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

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

To Register with Grants.gov:

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

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 29)
- _____ Select the correct Competition ID:

Purpose Area 1: Demonstration Project

- Competition ID # OVC-2015-4256 (see page 29)

OR

Purpose Area 2: Technical Assistance Project

- Competition ID # OVC-2015-4257 (see page 29)
- _____ Download Funding Opportunity and Application Package (see page 29)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 29)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 30)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact OVC regarding experiencing technical difficulties (see page 30)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

_____ **Demonstration Project Applicants**—the federal amount requested is within the allowable limit(s) of \$1,000,000.

_____ **Technical Assistance Project Applicants**—the federal amount requested is within the allowable limit(s) of \$1,000,000.

Eligibility Requirement:

_____ Eligible applicants for the **demonstration project** are limited to state and local agencies; federally recognized tribal governments (as determined by the Secretary of the Interior); private nonprofit organizations (including tribal nonprofit organizations); faith-based and community-based organizations; and colleges or universities (including tribal institutions of higher education).

_____ Eligible applicants for the **technical assistance project** are limited to private nonprofit organizations, colleges and universities, and public agencies (including tribal nonprofit organizations and tribal institutions of higher education) that can demonstrate knowledge and

understanding of the range of 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.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 16)
- _____ Project Abstract (see page 17)
- _____ Program Narrative (see page 17)
- _____ Budget Detail Worksheet (see page 22)
- _____ Budget Narrative (see page 23)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 14)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 14)
- _____ Indirect Cost Rate Agreement (see page 24)
- _____ Tribal Authorizing Resolution (if applicable) (see page 24)
- _____ Applicant Disclosure of High Risk Status (see page 24)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 25)
 - _____ Logic Model (see page 26)
 - _____ Letters of Support/Memoranda of Understanding (see page 26)
 - _____ Resumes of Key Personnel (see page 26)
 - _____ Timeline or Milestone Chart (see page 26)
 - _____ Research and Evaluation Independence and Integrity (see page 26)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 28)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 28)