

**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 pleased to announce that it is seeking applications for funding under the Fiscal Year (FY) 2010 National Training Conference on Responding to Crime Victims with Disabilities program. This program furthers the Department's mission by providing state-of-the-art, multidisciplinary training at a national conference that will enhance practitioner responses to crime victims with disabilities. It will also further strategic partnerships at the local, state, and national level among the various disciplines that must respond to victims with disabilities to enhance their access to the criminal justice system and needed services and support.

# **OVC FY 10 National Training Conference on Responding to Crime Victims with Disabilities**

## **Eligibility**

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, or public agencies whose mission focuses on crime victimization and/or disability issues. Applicants must document extensive expertise in the victimization of persons with disabilities and wide-ranging partnerships with other relevant organizations that can assist in the development of a national training conference for practitioners who respond to victims with disabilities. Applicants must demonstrate the financial and organizational capacity to manage this cooperative agreement for a national-scope conference. A private nonprofit organization does not have to have 501(c)3 status to apply for grant funding under this solicitation. (See "Eligibility," page 4).

## **Deadline**

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply", page 12-13)

All applications are due by 8:00 p.m. eastern time on April 27, 2010.  
(See "Deadlines: Registration and Application", page 4)

## Contact Information

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

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

For assistance with the requirements of this solicitation, contact Jasmine D’Addario-Fobian, Victim Justice Program Specialist, Program Development and Dissemination Division, at 202-305-3332 or [jasmine.d’addario-fobian@usdoj.gov](mailto:jasmine.d’addario-fobian@usdoj.gov).

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# OVC FY 10 National Training Conference on Responding to Crime Victims with Disabilities CFDA # 16.582

## Overview

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

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on April 20, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on April 27, 2010. Please see the "How To Apply" section, pages 12–13, for more details.

## Eligibility

Applicants are limited to private nonprofit organizations that are national in scope and whose mission focuses on crime victimization or disability issues. Applicants must document extensive expertise in the victimization of persons with disabilities and extensive partnerships with other relevant organizations that can assist in the development of a national training conference for practitioners who respond to victims with disabilities. Applicants must demonstrate the financial and organizational capacity to manage this cooperative agreement for the administration of a national-scope conference.

## Project-Specific Information

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

**Background and Purpose:** OVC is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victims' rights and services, as well as improving the skills, knowledge, and abilities of

crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses. The four key pieces of federal legislation that guide and direct OVC funding activities are the 1982 Victim and Witness Protection Act [18 U.S.C. 1501], which promotes rights and services for victims of crime within the federal system and serves as the foundation of the *Attorney General Guidelines for Victim and Witness Assistance*; the 1984 Victims of Crime Act, as amended [42 U.S.C. 10601], which establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, improvement of tribal child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000 [22 U.S.C. 7101], which is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Crime Victims' Rights Act (2004), which is intended to protect federal crime victims' rights, including the following: the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and, the right to full and timely restitution.

The emergence of the domestic violence, sexual assault, and other crime victims' movements in the 1970s focused attention on the treatment of crime victims and their "revictimization" in the criminal justice process. In the 1990s, after achieving measurable success in changing the criminal justice response to victims, these grassroots movements began to coalesce into a professional crime victims' field. Even with success, many challenges remain for the victims' field. One of the most enduring is how to identify and serve those who, for a variety of reasons, are unable to report the crimes committed against them. A particularly resistant challenge has been the identification of violence and victimization aimed at individuals with disabilities, who may not understand that what has occurred is a crime, that they have rights, and that accessible services should be available to them. When a crime goes unreported, justice is denied, and there are consequences for victims and their families and communities, as well as for service providers who seek funding and resources for effective intervention efforts.

The field needs to understand the causes and consequences of these crimes, and how to develop effective strategies to increase the reporting, investigation, and prosecution of these crimes. Practitioners need to know how to build coordinated, community responses to victims with disabilities. In addition, they need to know how to design, fund, and evaluate programs and services that intervene with these victims in a way that ensures their personal safety and addresses the physical and psychological trauma of the victimization but does not rob them of their dignity and independence.

Victim assistance providers have also begun to recognize the additional issues that confront crime victims whose disabilities are caused by violent crime, such as traumatic brain injury, blindness, or paraplegia. These crime victims must simultaneously cope with the trauma and devastation of the crime committed against them, as well as the physical, financial, and psychological demands of adapting to life as a person with a newly acquired disability. These victims may also have increased risk for repeat victimization. The September 2009 Bureau of Justice Statistics release of findings from the *National Crime Victimization Survey* (NCVS) bear out the many serious issues faced

by crime victims with disabilities. This report was developed to meet the mandates of the Crime Victims with Disabilities Awareness Act of 1998, and there were many findings that underscored the need to specifically address this population of crime victims, such as the following:

- Age-adjusted rate of nonfatal violent crime against persons with disabilities was 1.5 times higher than the rate for persons without disabilities.
- Persons with a disability had an age-adjusted rate of rape or sexual assault that was more than twice the rate for persons without a disability.
- Females with a disability had a higher victimization rate than males with a disability; males had a higher rate than females among those without a disability.
- Persons with a cognitive functioning disability had a higher risk of violent victimization than persons with any other type of disability.
- Persons with more than one type of disability accounted for about 56% of all violent crime victimizations against those with any disability.
- Nearly 1 in 5 violent crime victims with a disability believed that they became a victim because of their disability.
- Victims with a disability perceived offenders to be under the influence of either alcohol or drugs in about a third of all violent crimes against them.
- Violent crime victims with or without a disability were equally as likely to face an armed offender, report the crime to the police, or suffer an injury.

OVC believes that coordinated, multidisciplinary responses are integral to ensuring that victims receive needed services and that the criminal justice system aggressively investigates and prosecutes criminal victimization. Beginning in 1997, OVC led efforts by the Department of Justice to promote the development of Sexual Assault Nurse Examiners (SANE) and Sexual Assault Response Teams (SART), a multidisciplinary and victim-centered model for responding to victims of sexual assault and holding offenders accountable. To build on these efforts, beginning in 2001, OVC has supported a biennial conference, the National SART Training Conference, which is based on the principle that practitioners who work together should train together. Although some conferences have also embraced this idea, these conferences typically develop discipline-specific tracks, which may not promote the optimal goal of a truly multidisciplinary, interactive, and pragmatic approach to learning and skills acquisition. OVC also strongly believes that such a multidisciplinary approach to training is enhanced by the attendance of several practitioners from key responding organizations from within a community.

Following this model, and through this solicitation in 2007, OVC supported the first National Professional Training Conference on Responding to Crime Victims with Disabilities by offering team and individual scholarships to support the attendance from core disciplines within a community. Attendees came together through plenary sessions, workshops, and process sessions that focused on the core areas of individual response,

community response, and systemic response to crime victims with disabilities. OVC wishes to extend this biennial conference model to provide additional training on responding to crime victims with disabilities to a broad range of key disciplines in the setting of another national conference to occur in 2011.

***Applicants must be prepared to ensure that the conference is fully accessible to people with disabilities, including city transportation, hotel venue, and materials to be provided at the conference, and must demonstrate this in their proposals.***

**Goals, objectives, and deliverables:** OVC seeks to ensure that crime victims with disabilities receive comprehensive, quality services and are afforded fundamental rights, including access to the criminal justice system, in the aftermath of criminal victimization and abuse. In support of this goal, OVC invites proposals from national-scope organizations with demonstrated interest and expertise in the area of the criminal victimization of persons with disabilities to develop and administer a national-scope training conference for practitioners who respond to victims with disabilities.

***All projects must focus on the criminal victimization of individuals with disabilities and not on “human rights” issues that are not inherently criminal in nature. This does not preclude a focus on victimization that is currently handled through administrative procedures (such as in institutions), but should include the involvement of the criminal justice system. The project must recognize and focus on the broad range of individuals with disabilities that are part of the American populace, not a specific segment such as individuals with autism or persons in the Deaf community. Funding under this project cannot support primary prevention initiatives.***

The objectives of this project are as follows:

- Plan, execute, and evaluate a national-scope training conference for practitioners who respond to the victimization of persons with disabilities.
- Ensure that the executed conference provides a state-of-the-art and multidisciplinary training experience for a wide range of practitioners who address victimization of persons with disabilities, including, but not limited to, the following: victim service providers; disability and social service providers; self-advocates; adult and child protective services workers; mental health and medical practitioners, including forensic medical examiners; law enforcement officials and prosecutors; local, state, and federal agency officials; and others. It is highly recommended that Continuing Education Units (CEU) be available for most or all practitioners attending the conference.
- Provide a minimum of \$300,000 to competitively select multidisciplinary teams of non-federal key responders (*direct service providers only*) and support their attendance at the conference.
- Support a planning committee for the conference that has significant representation of victims with disabilities and expert practitioners with disabilities who will play a substantive role in the design of the conference framework and training content (at least one meeting must be held in person).

- Provide total physical and “attitudinal” accessibility for all attendees in all conference activities. To this end, the applicant may wish to use innovative technology to make the conference accessible to those individuals who have physical or financial limitations to attending the conference; “people first” language should be used in all communication and developed materials.
- Conduct a survey of the literature before the first conference planning committee meeting to determine what training and technical resources already exist to support training and technical assistance needs of conference attendees and the field.
- Work closely with OVC, OJP, and DOJ to identify federal resources and initiatives that would enhance the content of the conference.
- Identify key gaps in resources that should be developed for the conference and work with partners in the victim assistance, disability advocacy, and other fields to develop these materials.
- Use this conference as a catalyst to bring major victim assistance and disability advocacy organizations together to partner in the conference development. To this end, the applicant should describe potential activities (before, during, and in follow-up to the conference) to build upon gains made in the conference.
- Develop and implement a broad marketing strategy for the conference that will reach all disciplines that should be involved.
- Conduct a comprehensive evaluation of the conference and make recommendations for improving the design and execution of future conferences.

Deliverables are as follows:

- A needs assessment that outlines the training and technical assistance needs of practitioners who respond to crimes committed against persons with disabilities, describes current resources available to address these needs, and identifies training and technical assistance that needs to be developed.
- A well-executed conference for a minimum of 500 individuals from across the Nation that provides state-of-the-art training on responding to crime victims with disabilities and holding their offenders accountable through increased reporting.
- The competitive selection and administration of \$300,000 in team scholarships for practitioners from within a jurisdiction (subject to final concurrence of OVC).
- Conference brochures and other marketing materials (electronic and/or hardcopy and accessible formats).

- Conference support materials for attendees, such as binders that include agendas, bios of speakers, attendee lists, and other pertinent materials (these must also be available in accessible formats).
- Stand-alone training and education materials on the issues of identifying and responding to crime victims with disabilities.
- Quarterly financial and semi-annual progress reports, including a final report that provides recommendations on enhancing the design and content of the conference.

**Funding amount and time period:** One cooperative agreement will be awarded for up to \$800,000, with an award period of 24 months.

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

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

**Match Requirement:** No match is required under this solicitation.

**Reporting:**

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

status reports are delinquent. Financial reports should be submitted online in the Grants Management System (GMS).

- The **Single Audit Report** is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$500,000 or more federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. All completed audit reports for state and local governments, institutions of higher education, and nonprofit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47132.
- The **Semiannual Progress Report** describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31, for the life of the award. Due 90 days after the end date of the award, the **Final Report** summarizes the progress toward achieving the award’s goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS system. Address questions concerning GMS to the GMS Helpdesk, 1–888–549–9901.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work.

**Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” (below) for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measures	Data Grantee Provides
The purpose of the cooperative agreement is to provide state-of-the-art, multidisciplinary training at a national conference to enhance practitioner responses and further strategic partnerships at the		Percent of attendees who report increasing understanding and skill enhancement in their post-conference evaluations.	Number of post-conference evaluations that demonstrate increased understanding and skill enhancement.  Total number of post-conference evaluations.

<p>local, state, and national level to enhance victims' access to the criminal justice system and needed services and support.</p>		<p>Number of participants who attend the conference onsite.</p> <p>Number of participants who have access to the conference through use of Web-based or other innovative technologies.</p> <p>Percent of attendees who report increased understanding and skill enhancement in their post-conference evaluations.</p> <p>Number of teams from local, tribal, or state jurisdictions that receive scholarships.</p> <p>Number of training and technical assistance materials developed that address gaps identified in initial survey of literature/needs assessment.</p> <p>Number of partners from other organizations representing relevant disciplines that substantively contribute to the development and execution of the conference on the conference planning committee.</p>	<p>Number of registrations for the onsite conference.</p> <p>Number of registrations for the online conference.</p> <p>Number of disciplines represented at the conference.</p> <p>Number of teams from local, tribal, or state jurisdictions that receive scholarships.</p> <p>Number of training and technical assistance materials developed that address gaps identified in the initial survey of literature/needs assessment.</p> <p>Number of partners from other organizations representing relevant disciplines on the conference planning committee that substantively contribute to the development and execution of the conference.</p>
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## How To Apply

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

All applicants are required to complete the following steps:

- 1. Acquire a DUNS Number.** A DUNS (Data Universal Numbering System) number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at <http://www.dnb.com>. Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
- 4. Search for the Funding Opportunity on GMS.** After you log-in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select Office for

Victims of Crime and the OVC FY 10 National Training Conference on Responding to Crime Victims with Disabilities solicitation.

5. **Select the Apply On-line Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply On-line button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful.  
**Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

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

### **Experiencing Unforeseen GMS Technical Issues**

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

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

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

### **What an Application Must Include**

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

## **Standard Form 424**

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

## **Program Narrative**

Please see "Selection Criteria #1" below.

## **Budget and Budget Narrative**

A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

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

## **Indirect Cost Rate Agreement**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/oc/indirectcosts.htm](http://www.ojp.usdoj.gov/oc/indirectcosts.htm).

**Other Attachments**, such as résumés of key personnel, letters of support, and memoranda of understanding, where appropriate.

## **Selection Criteria**

1. *Statement of the Problem/Program Narrative (15%)*
2. *Project Design and Implementation (30%)*
3. *Capabilities/Competencies (25%)*
4. *Budget (15%)*
5. *Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (15%)*

### **1. Statement of the Problem/Program Narrative**

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

**Project Abstract.** The application should include a one-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

**Problem Statement.** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.

**Project Goals and Objectives.** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

## **2. Project Design and Implementation**

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation. The applicant must describe the following:

**The strategy, tasks, and time-task plan for project implementation.** Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for completion of activities, and submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports.

**Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** For further guidance on the publication process, please refer to "OVC's Publishing Guidelines for Print and Web Media," available online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html).

The strategy should clearly describe—

- a) The project's intended services and deliverables.
- b) Coordination of the project with other organizations, including victim services; adult and child protective services; disability advocacy and service provision organizations; criminal and juvenile justice systems; self-advocates; and any additional joint or cooperative efforts.

- c) Any unusual features of the project such as design; technological innovations; reductions in cost or time; or involvement of an extraordinary community, volunteers, or the private sector.
- d) The marketing plan for the conference.
- e) Dissemination plan for any products or materials that will be disseminated as a result of the proposed project (if applicable). Products should be provided in accessible formats. Applicants should provide recommendations for dissemination by OVC. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web page. However, product and/or publication dissemination may be limited to the organization alone. In this case, both a plan and line item for funding organization-wide dissemination should be included in the application.

### **3. Capabilities/Competencies**

Applications must include a clear description of the applicant's management structure and of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of funding.

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

Applicants must document expertise in the areas of criminal victimization and disability. Experience with conference planning and execution is another key factor in organizational capability and must be thoroughly documented in the application. Applicants must also clearly describe a protocol for providing conference resources and presentations in accessible formats.

### **4. Budget**

Applicants are advised to provide reasonable estimates for line items for all expenses that are typically required to execute a conference of this nature. Applicants are encouraged to develop a budget strategy for the \$800,000 grant amount over the 24-month period to be used with appropriate amounts budgeted for conference preparation

in the first year and conference delivery in the second year. The comprehensiveness of expenses will be an important factor in reviewing the applications. Applicants should estimate the anticipated number of attendees and the conference registration fees that will be charged and include this program income in the total project application budget. Applicants should design a budget that supports the travel and expenses of all workshop and plenary speakers in the absence of financial support from the speaker's organization. Doing so will help to ensure that experts who are also excellent trainers are able to provide the training. No consulting fees will be paid to trainers or speakers, with the exception of plenary speakers with prior written authorization from OVC, and for no more than \$450 daily (assuming an 8-hour day) for a plenary speaker. Expenses to ensure accessibility and compliance with the Americans with Disabilities Act (ADA) must be included in the budget, including two American Sign Language interpreters for all plenary sessions and for all workshops that are attended by individuals who are Deaf or Hard-of-Hearing. OVC strongly recommends that applicants review the OJP Financial Guide online at [www.ojp.usdoj.gov/finguide06/index.htm](http://www.ojp.usdoj.gov/finguide06/index.htm) to ensure submitted proposals meet financial and administrative requirements for federal grants.

Applicants are advised to consider conducting the conference in a "second tier" city that presents an attractive venue and is readily accessible by several airlines. Doing so will lower lodging expenses for attendees. Applicants are advised that lodging rates for the conference hotel must not exceed the federal per diem rate for lodging. Applicants must receive at least three competitive bids for the contracting of hotel conference or training facility space, audiovisual support, food and beverage costs, and other expenses associated with the hotel or training facility contract. Accessibility of the host city and hotel venue should be determined to provide the best attendee experience possible.

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

Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and, with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. If local, applicants should include a statement in their narrative acknowledging that they will attend the meeting. Applicants should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar within the past year. Specific information, such as dates and locations of upcoming OC events, can be found at [www.tech-res-intl.com/doj-octraining/](http://www.tech-res-intl.com/doj-octraining/).

## **5. Impact/Outcomes and Evaluation**

Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and

objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and other support costs associated with conducting an evaluation.

Assessment information will be submitted as part of the semiannual progress report as well as part of the final report due within 90 days of project completion.

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

## **6. Other**

The Other Program Attachments file must include the following materials:

**Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required). Résumés or job descriptions **must** be included for the project director and for the conference planner. Applications that do not document current employees with, or job descriptions that require, expertise in victim assistance and disability issues for the project director and conference planning and execution for the conference planner will not be deemed highly responsive, regardless of the submitted proposal. OVC must approve all personnel for key positions that are filled on the basis of a job description submitted with the application (required).

**Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (required).

**Other attachments** as needed (if applicable).

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited

to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

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

The Office of the Chief Financial Officer, in consultation with OVC, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## **Additional Requirements**

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OJP Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000—federal taxes certification requirement

**Application Checklist**  
**“National Training Conference on Responding to Crime Victims with Disabilities”**

Before submitting your application, please address the following:

**Eligibility**

Yes  No

**The Federal Request is within Allowable Limits (\$800,000):**

Yes  No

**The Application Contains:**

- Yes  No—Statement of the Problem/Program Narrative
- Yes  No—Project Design and Implementation
- Yes  No—Capabilities/Competencies
- Yes  No—Budget Narrative
- Yes  No—Budget Detail Worksheet
- Yes  No—Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

**Program Narrative/Abstract Format:**

- Yes  No—Double-spaced
- Yes  No—12-point standard font
- Yes  No—1” standard margins
- Yes  No—Narrative is 25 pages or less

**Other Required Components:**

- Yes  No—Standard 424 Form
- Yes  No—DUNS number
- Yes  No—Program Narrative indicates application category
- Yes  No—Project Timeline
- Yes  No—Position Descriptions
- Yes  No—Letters of Support
- Yes  No—Certifications