



The [U.S. Department of Justice](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance \(BJA\)](#) is pleased to announce that it is seeking applications for funding under the Statewide Automated Victim Information and Notification Program. This program furthers the Department's mission of assisting victims of crime by providing information regarding their offender's custody status and court events related to their case.

Developing and Enhancing Statewide Automated Victim Information and Notification (SAVIN) Programs FY 2010 Competitive Grant Announcement

Eligibility

For Categories 1 and 2, applicants are limited to state government agencies authorized to manage the planning and implementation of a SAVIN program. Federally recognized Indian tribes (as determined by the Secretary of the Interior and published in the [Federal Register](#)) also are eligible to receive grant funding for the planning and implementation of an automated victim notification program. In order to apply for SAVIN Program funding, applicant agencies must reference the state legislation designating authority to manage and implement the SAVIN program for their state. If there is no authorizing state legislation, a letter from the Governor or person expressly designated by the Governor, on behalf of the agency, supporting the SAVIN program must be attached as part of the application. State sheriff associations and state prosecutor associations are eligible to apply as managing agencies if they are able to satisfactorily demonstrate strong governance support.

For Category 3, applicants are limited to public and nonprofit organizations and for-profit entities that agree to waive all profits and fees **and** have experience and expertise in the development of information exchange standards.

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 5)

All applications are due by 8:00 p.m. eastern time on February 11, 2010. (See "Deadlines: Registration and Application," page 1.)

Contact Information

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

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

For assistance with any other requirements of this solicitation, contact: Michael Dever, BJA Policy Advisor for Information Sharing, at 202-616-9188 or Michael.Dever@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov

Release Date: December 15, 2009

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Developing and Enhancing Statewide Automated Victim Information and Notification (SAVIN) Programs

CFDA #16.740

Overview

The Statewide Automated Victim Information and Notification (SAVIN) Program (guided in part by the general principles of 42 USC 10603e) helps protect crime victims from further victimization and ensures their legal rights are upheld by providing registered victims with timely and accurate information about any changes to the status of their offender.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on February 11, 2009. Please see the "How to Apply" section, page 5, for more details.

Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

SAVIN Program-Specific Information

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

The SAVIN Program, administered by the Bureau of Justice Assistance (BJA), helps protect crime victims from further victimization and ensures their legal rights are upheld by providing registered victims with timely and accurate information about any important dates and developments relating to the criminal proceedings at issue in the case (e.g., trial dates, times, or changes; probation hearings; inmate relocation; and offender release). This information enables victims to fully participate in the judicial process while maintaining anonymity. Effective SAVIN programs require broad multiagency support, increase victim safety, meet legislative requirements, and minimize the costs associated with keeping victims informed throughout the criminal justice process. Key SAVIN components include:

- **Governance:** An authorized statewide agency to oversee and implement the program. The administering agency includes representatives of criminal justice and law enforcement agencies, and must include at least one crime victim.
- **Technology:** An effective data collection network, a central data processing facility, a network monitoring/management capability, and a two-way communication capability.
- **Project Design:** Planning, implementation, operation, and assessment activities designed to make the program operational in 12 to 24 months.
- **Program Management:** An organizational structure that enables the states to establish or enhance existing systems and measure the effectiveness of the program by collecting data on victims served and cost effectiveness.

For more information regarding the Standards and Guidelines for a SAVIN Program, please see: [*Planning, Implementing and Operating Effective Statewide Automated Victim Information and Notification \(SAVIN\) Programs*](#). Participating states adhere to justice information data sharing standards, specifically the National Information Exchange Model (NIEM), as well as standards for program management, training, reporting, and assessment.

Award Categories, Amount, and Length

There are three categories of funding under this solicitation.

Note: Applications that do not respond to the identified categories will not be peer reviewed or considered for funding under this solicitation. Applications for Category 3, must also be national in scope.

CATEGORY 1: AUTOMATED VICTIM NOTIFICATION SYSTEM IMPLEMENTATION.

BJA is seeking applications from state agencies to create a new single or federated statewide automated victim information and notification system through an implementation grant. To receive funding, the agency must have a plan in place for implementing a SAVIN program in the state that includes a governance plan—including an authorized/designated managing agency to provide program oversight and implementation—and legislation, if state legislation is required, to allow for the creation of a statewide automated victim notification program. Grants may be used to plan, deploy, operate, and assess the effectiveness of new SAVIN programs where no existing SAVIN program is in place. States with victim notification legislation will be given priority in the award process.

Applicants may request up to \$2.25 million in funding, and the project period may be up to 24 months.

CATEGORY 2: AUTOMATED VICTIM NOTIFICATION SYSTEM ENHANCEMENT.

BJA is seeking applications from state administering agencies that manage existing SAVIN systems to introduce new systemwide enhancements. Grant funds may be used to expand the coverage and information and notification functionality of the system to include information and notifications related to court events, offenders on community supervision (probation and parole), juvenile cases, protection orders, and related information important to crime victims. Grants may be used to plan, deploy, operate, and assess the effectiveness of enhancements to existing programs.

Applicants may request up to \$500,000 in funding, and the project period may be up to 24 months.

CATEGORY 3: DEVELOPMENT OF INFORMATION EXCHANGE STANDARDS.

BJA is seeking applications from public and nonprofit organizations and for-profit entities that have expertise in the development of information exchange standards and collaboration with national partners around best-practice solutions, with the goal of creating a national standard that states can use to share relevant offender information with victims and entities throughout the criminal justice system. The focus of this project is to develop a SAVIN information exchange standard (IEPD, or Information Exchange Package Documentation), based on the [National Information Exchange Model \(NIEM\)](#) to automate and improve the sharing of offender data across systems. For-profit entities must agree to waive fees in order to be considered. Products resulting from project will be non-proprietary and available for reuse through BJA's standards clearinghouse.

Applicants may request up to \$450,000 in funding, and the project period may be up to 12 months. BJA will make one award under this category.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

No portion of any award of more than \$250,000 made under this solicitation may 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 2009 salary table for SES employees is available at <http://www.opm.gov/oca/09tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

Federal funds awarded under this program may not cover more than 50 percent of the total costs of the project being funded. The applicant must identify the source of the 50 percent non-federal portion of the total project costs and how match funds will be used. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

Federal Award Amount = Adjusted (Total) Project Costs
Federal Share Percentage

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

Example: 50% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{50\%} = \$700,000 \quad 50\% \times \$700,000 = \$350,000 \text{ match}$$

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:

Categories 1 and 2:

Objective	Performance Measures	Data Grantee Provides
Provide victims an opportunity to be aware of and participate in hearing or administrative processes.	Ratio of notifications to operating costs for enhancement grantees.	As of the last day of the reporting period (June 30 or December 31), the total number of subscribers enrolled in program.
Provide a single statewide notification service to subscribers regarding developments within the criminal justice system related to specific offenders and offenses.	Percent increase in the number of counties that participate in SAVIN.	Number of counties in your state that participate in SAVIN.
	Number of notifications during the reporting period	Number of counties implementing SAVIN during the reporting period. As of the last day of the reporting period, the total number of notifications made during the previous six-month reporting period.
	Number of subscriber-initiated notifications.	As of the last day of the reporting period, the number of subscriber-initiated notifications made for the previous six-month reporting period.
	Number of notifications triggered by changed of offender status.	As of the last day of the reporting period, the number of notifications triggered by change in offender status made for the previous six-month period.
	Number of all notifications requiring response from personnel (versus automated notifications).	As of the last day of the reporting period, number of notifications requiring response from personnel (versus automated notifications) for the previous six-month reporting period.

Category 3:

Objective	Performance Measures	Data Grantee Provides
Provide victims an opportunity to be aware of and participate in hearing or administrative processes.	Number of information exchange standards developed that will meet the needs of the state administering agencies.	As of the last day of the reporting period (June 30 or December 31), the number of information exchange standards developed.
Provide capacity for state agencies that manage the information and notifications regarding developments within the criminal justice system related to specific offenders and offenses.	Number of SAVIN state administering agencies using newly developed exchange standards.	As of the last day of the reporting period (June 30 or December 31), the number of SAVIN state administering agencies using the exchange standards.

Definitions:

Subscriber: a person who signs up to be notified of offender status updates. Can be a victim, victim's family member, or a member of public, in accordance with laws governing each state's notification system.

Subscribers enrolled: the number of subscribers who have signed up to be notified of status updates.

Notification: the act of notifying the subscriber(s) of a status update for an offender. Triggered by a change in offender status (automated) or by request from subscriber and made via Internet, phone, or mail.

Operating costs: the daily program operating expenditures, including implementation costs, but excluding indirect costs.

Reporting period: the six-month BJA reporting period, either from January 1-June 30 or July 1-December 31.

Subscriber-initiated notification: an inbound call, e-mail, or correspondence received from a subscriber as a request for information from the system. Can be automated or require personnel intervention.

Notifications triggered by change in offender status: an automatic outbound call, e-mail, or correspondence that is sent to subscribers as a result of a change in offender status. Can be automated or can require intervention from personnel.

Notifications requiring response from personnel: notifications that require the expertise of a person (as opposed to a fully automated system) to address the questions or concerns of a subscriber.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS

can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1–888–549–9901 (option 3), Monday–Friday from 7:00 a.m. to 9:00 p.m. eastern time. The Office of Justice Programs 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 number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at www.dunandbradstreet.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.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](http://www.ojp.usdoj.gov/gmscbt/) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and the Developing and Enhancing Statewide Automated Victim Information and Notification (SAVIN) Programs.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title for the intended purpose area of your application. **The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.**
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and

Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.

7. **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 BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA 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.

What an Application Must Include

Applications will be peer reviewed. 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 www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424. 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 Abstract (Attachment 1)

Applicants must provide an abstract identifying the applicant's name, title of the project, category under which applicant is applying, and dollar amount requested. The abstract must not exceed 1 page and does not count as part of the program narrative's 10-page limit.

Program Narrative (Attachment 2)

The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) listed below in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages “1 of 10,” “2 of 10,” etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 3)

Applicants must provide a budget and budget narrative in response to the Selection Criteria 4. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Both the budget detail worksheet and narrative explanation of costs can be provided in a single document using this acceptable MS Word Budget template, available at www.ojp.usdoj.gov/BJA/funding/Budget_Worksheet_Narrative_Template.doc. Applicants may submit the budget worksheet and budget narrative in a different format (i.e., Excel spreadsheet), but it must contain all categories listed within the budget detail worksheet.

Applicants can use up to 10 percent of the award amount for administrative costs related to the grant project (e.g., conference preparation, reporting requirements, personnel hiring for grant administrative functions).

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

Project Timeline, Position Descriptions/Résumés, and State Statute (Attachment 4)

Attach a *project timeline* with each project goal, related objective, activity, expected completion date, and responsible person or organization; *position descriptions* for key positions and résumés for current staff; and a copy of the *state statute* that authorizes the administering agency responsible for victim notifications.

Tribal Authorizing Resolution (Attachment 5)

If an application is being submitted by either 1) a federally-recognized tribe or tribal organization, or 2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/assistance provided under the grant.

Selection Criteria

1. Statement of the Problem (20 percent of 100)

Describe the problem to be addressed by the program, including the population and geographic area to be served. Describe current efforts to meet the needs of timely and accurate victim notifications. Describe how the proposed activity will overcome the problem, and what additional steps can be accomplished with this funding.

2. Program Design and Implementation (40 percent of 100)

Describe what the agency proposes to do and how it will be accomplished. Explain how each goal will support or enhance the overall project. Describe how collaboration and information sharing will occur among key stakeholders within and outside of the administering agency, to include state and local corrections, courts, prosecution, victims advocates, and law enforcement where applicable. Include a timeline (as Attachment 4) that describes each project goal, objective, activity, expected completion date, and responsible person or organization.

3. Capabilities/Competencies (15 percent of 100)

Describe the management structure and organizational capability for program implementation. Identify the staffing, including skills and experience of each position. Provide position descriptions outlining the roles and responsibilities of key positions and if applicable, résumés for current staff or resumes (Attachment 4). Note: Attachment of position descriptions and resumes as part of Attachment 4 will not count toward the 10-page program narrative limit.

4. Budget (10 percent of 100)

Provide a proposed budget that is complete, allowable, cost-effective, and clearly tied to the program strategy (Attachment 3).

5. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data for Performance Measures (15 percent of 100)

Provide a brief description of how you will collect the required information on performance measures (see page 3) and how this information will be used. Explain how the overall success of the program will be determined, including the program's impact and effectiveness. Outline a strategy for continuing the program when the federal grant ends.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance 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. The Bureau of Justice Assistance 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 U.S. Department of Justice employee. An internal reviewer is a

current U.S. Department of Justice 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 (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, 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 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
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding

- Non-Profit 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

FY 2010 Developing and Enhancing Statewide Automated Victim Information and Notification (SAVIN) Programs

The application checklist has been created to aid you in developing your application. If any of these items are missing, the application may not move forward.]

Eligibility

- _____ **Categories 1 and 2:** State government agencies authorized to manage the planning and implementation of a SAVIN program OR federally-recognized Indian tribes
- _____ **Category 3:** Public and nonprofit organizations and for-profit entities

The Federal Request is within Allowable Limits:

- _____ Category 1: \$2.25 million
- _____ Category 2: \$500,000
- _____ Category 3: \$450,000

The application contains:

- _____ Statement of the Problem
- _____ Project Design and Implementation
- _____ Capabilities/Competencies
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Impact/Outcomes and Evaluation/Sustainment/Plan for Collecting Data for Performance Measures

Program Narrative/Abstract Format:

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1" standard margins
- _____ Narrative is 10 pages or less

Other Required Components:

- _____ Standard 424 Form
- _____ DUNS number
- _____ Abstract, which indicates application category
- _____ Project Timeline
- _____ Position Descriptions
- _____ Authorizing Statute for Agency Designated to Provide Victim Notifications
- _____ Tribal Authorizing Resolution (if applicable)