

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to establish National Resource Centers for (1) Victim Research and Evaluation and (2) Reaching Underserved Victims. This program furthers the Department's mission by working to increase the evidence base in the victims field and promoting evidence-based knowledge and tools that address crime victims' needs.

OVC Fiscal Year 2016 Vision 21: National Resource Centers for Victim Research, Evaluation, and Reaching Underserved Victims

Applications Due: July 11, 2016

Eligibility

Eligible applicants are public agencies, colleges, and universities (including tribal institutions of higher education), private for-profit and nonprofit organizations (including tribal and faith-based organizations) that can demonstrate capability to carry out national-scope training and technical assistance activities required by the funded project. For-profit organizations must agree to forgo any profit or management fees. Eligible applicants must also have the staff resources and capacity to develop or enhance national-scope resources for the crime victims field or allied professionals in the two purpose areas outlined in this solicitation. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation.

OVC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

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

Deadline

Applicants must register with [Grants.gov](https://grants.gov) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov **by 11:59 p.m. eastern time on July 11, 2016.**

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 email to support@grants.gov. The [Grants.gov](https://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 email 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 Program Specialist by telephone at 202-305-2358, or by email at Sharron.Fletcher@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2016-9392

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OVC Fiscal Year 2016 Vision 21: National Resource Centers for Victim Research, Evaluation, and Reaching Underserved Victims (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, in furtherance of this mission, provides leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. The projects funded under this solicitation will create national resource centers to provide valuable training and technical assistance resources and support to ensure the field has access to up-to-date information on victim-related best practices, policies, statistical data, social science research, and guidance for conducting robust program evaluation tailored to the needs of the requesting entity or jurisdiction. OVC anticipates that it will fund two centers, one focusing on victim-related research and evaluation and the other focusing on reaching underserved victims. This project is authorized by 42 U.S.C. § 10603(c)(1)(A) and the Commerce, Justice, Science, and Related Agencies Appropriation Act, 2016, sec. 505.

Project-Specific Information

OVC's *Vision 21: Transforming Victim Services Final Report*¹ (Vision 21) recognizes the need to support research to build a body of evidence-based knowledge and generate, collect, and analyze quantitative and qualitative data on victimization, emerging victimization trends, services and behaviors, and victims rights enforcement efforts. There is a dearth of data and information about crime victims, particularly the many challenges facing specific populations of victims that remain underserved. Additional victim-related research is necessary to determine existing gaps, inform victim service organization program planning and implementation, incorporate evidence-based practices into programs, and ensure that victims' needs are met.² Since 2013 OVC has worked with the Bureau of Justice Statistics (BJS) and the National Institute of Justice (NIJ) to fund a number of programs aimed at filling these gaps in information; however there is still more work to be done.

Vision 21 further 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, there are serious challenges to achieving this goal. Improving the quality, accessibility, and availability of services for underserved crime victim populations are among these challenges. Vision 21 acknowledges that various crime victims are underserved or unserved "often because of language barriers, economic limitations,

¹ OVC, *Vision 21: Transforming Victim Services Final Report*, May 2013, <http://ovc.ncjrs.gov/vision21/>.

² 2015 OVC Report to the Nation, Fiscal Years 2013–2014, www.ovc.gov/pubs/reporttonation2015/data-and-research.html

disabilities or location.”³ As a result, “advocates, criminal justice professionals, mental health providers, allied professionals and others confront challenges in ensuring that all victims have access to comprehensive and effective services.”⁴ Vision 21 further acknowledges that more research is needed on the incidence and prevalence of crime among certain underserved groups. Victim service providers in the field might not have exact statistics related to underserved populations, but with their “boots on the ground,” they have anecdotal evidence and expertise related to the issues and challenges most pressing to their jurisdiction(s) including an understanding of what may be done to help these victims and the existing gaps in services and information. The resource centers funded under this solicitation will help service providers to more easily access research and evidence-based knowledge to augment this experiential knowledge and better serve people who are victims of crime, especially those people likely to be unserved or underserved.

Purpose

OVC is issuing this solicitation to establish two national resource centers. These national resource centers will do the following:

1. Provide training and technical assistance (TTA) that enhances service providers’ capacity to support and integrate victim-related research and evaluation activities, to improve victim services;
2. Provide TTA that enhances service providers’ capacity to identify and serve underserved victim populations.

This solicitation seeks innovative proposals that will establish one-stop shops for the victim services field and provide an array of comprehensive, culturally relevant, TTA in the two purpose areas identified. Such TTA typically includes, among other things, the dissemination of up-to-date information, best practices, strategies, policies, research, and other victim services resources that can be applied in context to better serve crime victims. OVC is especially interested in proposals that address how the resource centers will tailor resources for state, tribal, and local service providers and programs at those levels. The goals and objectives for the Centers are outlined below.

While the same applicant may submit separate applications under each purpose area; OVC will not make one award to the same applicant to work in both purpose areas.

Applicants are advised that funded organizations will be required to work with OVC, its dedicated technical assistance providers, and other relevant partners, including all entities funded by this solicitation, to fulfill the requirements outlined in the following section.

Goals, Objectives, and Deliverables

Purpose Area 1: Victim Research and Evaluation (Competition ID: OVC-2016-10440)

This solicitation will fund an organization, or partnership of organizations, to create a resource center to provide TTA that enhances service providers’ capacity to support and integrate victim-related research and evaluation activities. All activities in this area aim to improve the field’s

³ OVC, *Innovative Practices for Victim Services: Report From the Field*, www.ovc.gov/pubs/InnovativePractices/underserved.html

⁴ Ibid.

ability to identify what is working, identify and fill gaps in knowledge and gaps in services, and ensure the latest evidence is used to improve victim services.

Goal 1: Promote the collection and use of data collected.

Promote the collection and use of data by service providers at the all jurisdictional levels (e.g., state, tribal, local). Data collection will improve the quality of victim services provided by strengthening the field's ability to measure and monitor program performance.

Goal 2: Increase the volume of relevant data and research-based evidence.

Support efforts to plan and conduct victim-related research and evaluation that impacts the quality of services and support available in the field.

Goal 3: Support the production and dissemination of translated research.

Expand the volume of resources that will assist in translating and disseminating relevant research to the field to increase the number of victim-serving organizations integrating proven strategies into their service models.

Applicants will be expected to deliver an array of TTA resources and guidance that support these goals. To accomplish this task, applicants should plan for specific services and support focused on assisting state Victims of Crime Act (VOCA) victim assistance and victim compensation agencies and their subgrantees. Given recent increases in funding made available to VOCA agencies in FY 15 and FY 16, OVC is interested in providing dedicated support to ensure VOCA-funded agencies and organizations are able to maximize the effective use of these funds. This support includes monitoring and measuring program performance, identifying service gaps through comprehensive needs assessments, supporting research and evaluation plans, pinpointing underserved and unserved victim populations, implementing the findings of relevant research and data evidence, and expanding the types of victim services available in their jurisdictions. Inclusion of additional innovative services and support for VOCA agencies and their subgrantees is encouraged. Applicants must plan to serve a minimum of 8-10 states; however, strategies that reach additional states are welcomed.

Successful applicants will be required to coordinate with all organizations funded through this solicitation, including the successful Purpose Area 2 applicant whose work will focus on identifying and improving services for underserved and unserved victims. Applicants must also plan to coordinate their efforts with OVC's Training and Technical Assistance Center (TTAC) and several victim-related research and evaluation projects funded through partnerships with BJS, NIJ, and other relevant partners identified by OVC. Protocols for coordinating with these entities must be established to ensure consistent messaging around topic areas, maximize effectiveness of TTA, and avoid duplication of efforts.

In fulfilling Purpose Area 1 goals, OVC anticipates that the applicant's work will enhance OVC's Resource Center, which is currently run by the National Criminal Justice Reference Service (NCJRS), and serves as our clearinghouse of information on victim services-related research and evaluation best practices, policies, and resources for victims of all crimes. These efforts will supplement the services provided through OVC's Resource Center⁵, thus the successful applicant will be required to coordinate with NCJRS. Applicants are encouraged to submit plans

⁵ www.ovc.gov/resourcecenter/index.html

to make the clearinghouse more useful to the field and must exhibit experience with web development and design or the ability to obtain these services via contracts or partnership.

Applicants must clearly demonstrate their knowledge and experience in victim-related research and evaluation, research translation and dissemination, and an understanding of victim services and compensation, victims' rights, training development and delivery methods, and other key components or innovative strategies necessary to support the project or identified by the applicant. Applicants are encouraged to include experience in community-based and community-driven research models that innovatively and meaningfully involve underserved victims (national, regional, or local in scope) and describe partnerships or agreements with culturally-specific organizations.

Given the focus on these activities, applicants will be required to connect with existing efforts and findings of previously funded OVC projects designed to bridge the gap between research and practice launched by Vision 21. This includes the FY 13 Bridging the Gap partnership⁶ and the FY 15 OVC fellowship⁷ dedicated to improving use, dissemination, and translation of data and research for the crime victims assistance field. Both of these efforts identified needs, strategies for advancing Research-Action partnerships at the state and local level, and ways in which outside entities may be able to support VOCA agencies and subgrantees' use of data-driven approaches and available resources to meet victims' needs more effectively. Successful applicants should be positioned to collaborate to both learn about and carry out related recommendations in a manner that is meaningful and actionable within the participating states.

This solicitation also comes at a time when new data sources are emerging with the potential to guide innovations and programming more effectively aligned with unmet needs, such as the groundbreaking availability of subnational level estimates of the National Crime Victimization Survey,⁸ and the first-ever National Census of Victim Service Providers.⁹ Successful applicants ideally will structure their support in ways that can assist states access and use this new information in concert with existing sources of data, creating a more complete picture of victims' needs.

OVC encourages all applicants to include innovative practices and strategies in their submissions. While different approaches to addressing the project goals will be considered, a responsive application might propose the following:

- Identify a project lead and staff to provide oversight and ongoing support for the project.
- Develop a marketing plan to inform the field about the Center, its purpose, and its TTA offerings.
- Devise plans to promote uniformity among data collection, both in case management and performance measurement systems, to ensure data validity and program performance.
- Collect, develop, and enhance tools and resources relevant to victim-related research and evaluation efforts, such as validated instruments for measuring victims' experiences and program outcomes.

⁶ http://ojp.gov/ovc/grants/pdfxt/FY13_Bridging_the_Gap.pdf

⁷ http://ojp.gov/ovc/grants/pdfxt/OVC_BJS_Fellowship_Solicitation_508.pdf

⁸ www.bjs.gov/index.cfm?ty=tp&tid=91

⁹ www.bjs.gov/content/nsvso.cfm

- Collaborate with relevant partners in the victim services field to review and understand lessons learned, evidence-based and promising practices, national standards, and effective practices to conduct and support victim-related research and evaluation.
- Develop protocols for coordinating TTA efforts with the successful Purpose Area 2 applicant to maximize effectiveness of relevant TTA, deliver consistent messaging around relevant topics, and avoid duplication of efforts
- Propose activities to make the information clearinghouse a more useful resource to practitioners and policy makers, especially those at the state, tribal, and local level.

Purpose Area 2: Reaching Underserved Victims (Competition ID: OVC-2016-10441)

This solicitation will fund one organization, or partnership of organizations, to create a resource center to provide TTA that enhances service providers' capacity to identify and serve underserved victim populations. The center will ensure that service providers, government leaders, and other members of the field have access to up-to-date information on best practices, policies, research, and victim resources to identify and reach underserved victim populations. OVC expects applicants to focus their efforts on providing resources to enhance victim services for the following underserved victims categories: children; persons with disabilities; older adults; historically marginalized communities; men of color; limited English proficient (LEP) individuals; formerly incarcerated individuals; and lesbian, gay, bisexual, transgender, or queer (LGBTQ) individuals.

Purpose Area 2 applicants will be required to focus their efforts on the specific underserved and unserved categories listed above. The majority (a minimum of 51%) of applicant efforts will focus on providing TTA to VOCA victim assistance and victim compensation agencies; however, OVC anticipates that the successful applicant will work with other types of victim-serving organizations, including tribes and tribal organizations, non-profit organizations, and system- and community-based services. Applicants are advised that they will be required to coordinate their efforts with the successful Purpose Area 1 applicant to maximize the effectiveness of the TTA, offer consistent messaging around topic areas, and avoid duplication of efforts. More detailed information on Purpose Area 2 goals and objectives follow.

Goal 1: TTA. Deliver a comprehensive array of TTA to expand the capacity of victim services programs to identify and reach underserved victim populations in their jurisdictions to create accessible services for all victims.

Objective 1A) Identify and assess evidence-informed and evidence-based resources that enhance the capacity of victim services programs to reach underserved victims.

Objective 1B) Expand the field's capacity to offer culturally relevant, linguistically appropriate, and accessible services for victims from diverse and historically marginalized communities.

Objective 1C) Expand the field's capacity to offer trauma-informed services that address lifetime exposure to violence and include trauma-focused intervention strategies.

Objective 1D) Address emerging issues affecting underserved victims, especially the victim populations listed above.

Objective 1E) Support service innovation by identifying evidence-based and evidence-informed practices for working with underserved victims while assisting with the dissemination, promotion, adoption, and adaptation of such practices in the field.

Applicants must address the following tasks and activities in support of Goal 1:

- Perform all logistics to support TTA activities and events, including developing meeting agendas, presentations, identifying experts/trainers, and providing meeting materials.
- Provide TTA through an array of methods including in-person and onsite meetings, phone and email consultations, webinars, and other distance and online learning technologies.
- Provide diverse subject matter expertise, including language access and expertise on community integration of victims with disabilities, and innovative assistance to the field.
- Provide information on how project management duties will be implemented, coordinated, and tracked between co-applicants and program partners.
- Create new TTA resources where gaps have been identified to enhance services for crime victims that are members of racial and ethnic minority groups, including individuals encountering multiple barriers of race, language, culture, age, gender, disability, and sexual orientation.
- Develop a community engagement, education, and outreach strategy to involve underserved communities in the creation and implementation of services related to the ethnic, racial, cultural, and linguistic diversity, geographic isolation, or oppression of crime victims.
- Conduct an assessment of underserved victim populations in identified states to assess trends, emerging issues, and other relevant issues to be addressed.
- Develop an outreach plan to inform state VOCA victim assistance and compensation agencies about the Center and its TTA support offerings.

Goal 2: Coordination. Work with OVC to ensure all efforts are coordinated with other relevant resources funded by OVC, OVC TTAC, and other stakeholders to avoid duplication of efforts and maintain awareness of complimentary work.

Objective 2A) Work in partnership with, and meaningfully engage, resource centers operated by the Office on Violence Against Women and the Department of Health and Human Service's Family Violence Prevention and Services Office, as well as other resource centers at the federal, state, and local levels, including non-governmental organizations, to avoid duplication and ensure leveraging of all available resources.

Applicants must address the following tasks and activities in support of Goal 2:

- Conduct outreach to relevant partners including victim advocacy organizations and coalitions at the state, tribal, and national level to provide information about the Center and its purpose, and establish mechanisms for the future coordination of efforts and collaboration.
- Develop protocols for coordinating TTA efforts with relevant partners (i.e., OVC TTAC, NCJRS, etc.) to maximize TTA effectiveness, deliver consistent messaging around relevant topics, and avoid duplication of efforts.
- Maintain awareness of relevant research, TTA activities, and initiatives across the federal government and in the field.
- Develop protocols for coordinating TTA efforts with the successful Purpose Area 1 applicant to maximize effectiveness of relevant TTA, deliver consistent messaging around relevant topics, and avoid duplication of efforts.

In addition to services and support provided by OVC TTAC, OVC offers TTA support to the field through several additional grant funded technical assistance providers. These technical assistance providers include the Vera Institute of Justice, which provides TTA support around language access and Deaf and hard of hearing populations; the Coalition to Abolish Slavery and Trafficking and the National Conference of State Legislatures, and the American Bar Association Fund for Justice and Education, which each provide TTA support to organizations that work with human trafficking survivors; and the National Center for Victims of Crime, which supports the State Victim Assistance Academies across the country. Applicants should further anticipate coordinating their work with the successful Purpose Area 1 applicant, whose work will focus on victim-related research and evaluation. All of the work conducted by the Center must be coordinated with these partners when relevant to avoid duplication of effort, provide consistent messaging around relevant topics, and maximize TTA impact in the field.

Goal 3: Clearinghouse. Contribute to OVC's clearinghouse of up-to-date information on best practices, policies, research, and victim resources to identify and reach underserved victims.

Objective 3A) Enhance OVC's current online resources that house model policies, research, publications, best practices, training materials, and other relevant web-based resources on working with underserved victims, especially those listed above.

Objective 3B) Enhance public awareness through the development of resources and dissemination of information related to prevalence statistics, emerging issues, culturally specific populations, or special topics.

Applicants should address the following tasks and activities in support of Goal 3:

- Develop a system to receive, respond, and track requests for information and TTA from the field, including an evaluation process that allows OVC to assess user satisfaction with services.
- Develop protocols for coordinating efforts with relevant partners (i.e., NCJRS) to maximize the clearinghouse effectiveness, deliver consistent messaging around relevant topics, and avoid duplication of efforts.
- Develop marketing plan to inform the field about the Center, its purpose, and its TTA offerings.
- Collect, develop, and enhance tools and resources that provide guidance and outline promising or best practices for identifying and reaching underserved victims.
- Propose other activities to make the information clearinghouse a more useful resource to practitioners and policymakers. Example activities might include:
 - i. Plan, convene, or participate in state, tribal, national and regional seminars and workshops where the field can learn about key strategies for identifying and reaching underserved victims.
 - ii. Host conference calls, podcasts, and webinars where experts and practitioners can review the challenges described above, using practical examples from across the country, and explain how community programs should be designed to address these challenges.
 - iii. Provide follow-up targeted technical assistance to service providers that have specific questions based on the conference calls and webinars provided.
 - iv. Work with system- and community-based service providers to develop policies that lead to local, state, tribal, or nationwide improvements in systemic responses to underserved victim populations.

- v. Contribute to existing OVC communications products to publicize current and emerging topics of interest.

The TTA delivered must relay effective strategies and information to increase the availability and quality of accessible services provided to these specific victim populations. Enhancing the cultural and linguistic relevancy of service delivery, resource utilization, policy, research, and TTA must be demonstrated throughout the application. Successful applicants will demonstrate their expertise providing or enhancing understanding of the dynamics of violence, culture, victimization, privilege, marginalization, oppression, and healing as well as a history of engaging culturally specific communities in addressing these issues.

All Applicants

Applicants are strongly encouraged to partner with other entities to ensure the necessary capacity outlined in this solicitation. All organizations involved in the application must demonstrate experience providing TTA to victim-serving organizations and explain how they will work together to fulfill the solicitation requirements. Purpose Area 1 applicants must also demonstrate experience organizing and conducting victim-related research and evaluation and explain how any partners mentioned in the application will work together.

Applicants must demonstrate extensive knowledge and experience in the appropriate Purpose Area, which will include victim-related research and evaluation; translating and synthesizing research; program evaluation; data collection; implementation science; victim services (including victim compensation); victims' rights; child and youth victimization; child and adolescent development; elder abuse; cultural competence; accessibility and integration for persons with disabilities; language access; juvenile justice systems, prosecution, law enforcement; health services (physical, mental, and behavioral), working with diverse partner organizations; and other key components relevant to this undertaking. Expertise and an approach on trauma-informed care as it relates to different segments of underserved communities is appreciated for Purpose Area 2 applicants.

Applicants should recognize that the recipient may copyright any work (including, but not limited to, software applications) that is subject to copyright and developed, or for which ownership was acquired under this award or its subawards. Pursuant to 2 C.F.R. 200.315, OVC will reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

Within the first 30 days of access to award funds, OVC will expect successful applicants to participate in OVC-convened meetings or conference calls with OVC TTAC, NCJRS, and other key partners, as directed, to discuss the goals of the project and, facilitate development of memoranda of understanding (MOUs) as needed.

Within the first 90 days of access to award funds, OVC will expect successful applicants to document through MOUs or other jointly written and signed letters of commitment, the applicant's plans to coordinate with key program partners.

Within the first 120 days of access to award funds, OVC will expect successful applicants to submit a revised work plan that addresses any concerns identified by OVC.

OVC will enter into a cooperative agreement with the successful applicants to ensure significant involvement in key decisions and direction of the project, including project design and

implementation. In furtherance of the goals and objectives described above, OVC's role will include the following:

1. Reviewing and approving all major plans, including changes to such plans, and key decisions pertaining to project operations.
2. Reviewing and approving all major project-generated documents and web-resources.
3. Providing guidance on significant project plans and participating in project-related training events or meetings.
4. Approving the participating organizations and entities partnering and coordinating with the Centers.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making 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) website 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: Victim Research and Evaluation

OVC estimates that it will make one Purpose Area 1 award for up to \$5,000,000 for a 24-month project period, beginning October 1, 2016. The amount of funding for the successful Purpose Area 1 applicant may be increased dependent upon OVC FY 2016 funding availability.

Purpose Area 2: Reaching Underserved Victims

OVC estimates that it will make one Purpose Area 2 award of up to \$10,000,000 for a 24-month project period, beginning on October 1, 2016.

OVC may, in certain cases, 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, assessment of the quality of the management of the award (for example, 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 Award¹⁰

OVC expects that it will make any award 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

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity¹¹) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) 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 recipient’s (and any subrecipient’s) compliance with statutes, 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 recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

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

¹⁰ 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)).

¹¹ For purposes of this solicitation, “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

Budget Information

Cost Sharing or Matching 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 (also known as Pre-Award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

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.¹² The 2016 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

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.

¹² OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training 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 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

For eligibility information, see the title page.

For additional information on cost sharing or matching requirements, 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, 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 the OJP 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 under Purpose Area 1: Victim Research and Evaluation or Purpose Area 2: Reaching Underserved Victims.

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 applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

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

Note: OJP may choose not to list a project that otherwise would have been included in a listing of 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

Applicants must ensure the Program Narrative addresses all elements identified in the ‘Selection Criteria’ outlined on page 29 of this solicitation.

The Program Narrative should be double-spaced, using standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 25 pages. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The Program Narrative must include five separate sections: Problem Statement, Goals and Objectives, Project Design and Implementation Plan, Capabilities and Competencies, and Plans for Collecting the Data Required for This Solicitation’s Performance Measures. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section. Additionally, the following sections should be included as part of the program narrative and all pages should be numbered:

a. Problem Statement

Applicants must briefly describe the needs of the victims field and the unique needs for (purpose area 1) victims research and evaluation and (purpose area 2) reaching underserved victim populations. The applicant should use data to provide evidence that the needs identified exists and demonstrate the size and scope of the needs. Applicants should describe any previous or current attempts to address the problem and any related research or evaluation studies that contribute to the applicant’s understanding of its causes and potential solutions.

Applicants should describe any experience with providing guidance and delivering and evaluating TTA for victim-serving organizations at all levels (federal, state, and local). Applicants should describe any current training materials and resources developed on issues related to providing services and support to victims of crime, particularly those areas highlighted in this solicitation.

b. Goals and Objectives

Project goals should state the overall purpose of what will be accomplished. 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.

c. Project Design and Implementation Plan

The project design and implementation plan must describe how the project will operate throughout the funding period, and describe the strategies that will be used to achieve the goals and objectives identified in the previous section.

The project design and implementation plan must include a time-task plan that indicates major tasks associated with the goals and objectives of the project, assigns

responsibility for each, and plots completion of each task. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.

Applicants should submit the timeline as a separate attachment, as stipulated in “Additional Attachments.” On receipt of award, the recipient may revise the timeline based on specific guidance provided by OVC (identification of selected states).

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.”

d. Capabilities and Competencies

Applicants should describe the roles and responsibilities of project staff, including identification of a lead consultant or project lead, and explain the program’s organizational structure and operations. Management and staffing patterns should include any partner organizations identified in the application and clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant’s organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Applicants should highlight previous experience either 1) conducting or providing TTA using diverse, multidisciplinary partnerships and balanced approaches to demonstrate their desire to expand TTA resources available in the field; or 2) participating in or conducting victim-related research and evaluation using diverse, multidisciplinary partnerships, including translating victim-related research and evaluation findings for dissemination in the field.

Resumes for the project lead and all key staff identified must be submitted as separate attachment to the application.

e. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

To demonstrate program progress and success, as well as, 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:

Objectives	Performance Measures	Description	Data Grantee Provides
Through TTA resources, support critical victim-related research, enhance program	Percentage of TTA recipients who will implement policy and program changes as a	The intent is to measure the extent to which TTA impacts policies and program changes. These changes	a. Number of recipients reporting that policy or program changes will be implemented based on

evaluation activities, and improve our Nation's response to underserved victim populations.	result.	translate to reaching and serving more victims of crime, addressing service gaps, or enhancing and transforming services for victims of crime.	TTA. b. Number of recipients who received TTA.
	Number of TTA requests completed.	Count the number of requests received during the reporting period for technical assistance. The intent is to measure the progress of awards that have this activity. Completion of a TTA request is one for which documentation can be made to demonstrate that the requestor's needs have been met/satisfied. TTA services may be delivered in person, via email, telephone, mobile platforms, etc.	a. Number of TTA requests received during the reporting period. b. Number of TTA requests completed during the reporting period.
	Number of TTA program materials developed.	The intent is to measure completion progress for program materials funded to implement Vision 21 goals and objectives.	a. Number of materials planned for development during the entire grant period. b. Number of TTA materials developed and completed during the reporting period.
	Number of TTA recipients satisfied with the information provided.	The intent is to measure the extent to which providers of TTA services are able to meet the needs of victims and/or professionals as a result of the Vision 21 funding.	a. Number of TTA recipients who completed a satisfaction survey during the reporting period. b. Number of recipients who reported satisfaction with the TTA during the reporting period.
Produce and disseminate information resources.	Number of data gathering initiatives planned and completed.	Data gathering initiatives such as literature searches, needs assessments, gap analyses and reports. The intent is to measure progress with research initiatives funded to impact Vision 21	a. Number of data gathering initiatives planned for the project (grant) period. b. Number of data gathering initiatives

		goals and objectives.	completed during the reporting period.
	Number of information resources disseminated.	Count the number of information resources disseminated. Resources are defined as literature searches, needs assessments, gap analyses, reports, toolkits.	Count the number of information resources disseminated.

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. The Budget Detail Worksheet should be broken down by year.

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

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.

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. Noncompetitive Procurement Contracts in Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive 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 under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

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>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as

both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.¹³

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.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OVC will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

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. Disclosing 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

¹³ See 2 C.F.R. § 200.414(f).

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/Email 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 to their application. The file should be named "Disclosure of Pending Applications."

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. 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 subrecipients) 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 subrecipients 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 subrecipients) 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 subrecipients 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 subrecipients 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.

c. Privacy Certificate

OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 C.F.R. Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted. For sample privacy certificates, visit www.ojp.usdoj.gov/ovc/grants/help.html#forms and view the two model privacy certificates available for adaptation.

d. Memoranda of Understanding or Letters of Commitment

Applications submitted from two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Commitment that provide a detailed description of how the agencies will work together to meet the solicitation requirements.

e. Timeline

The timeline must include the following:

- Project goals and objectives, as described on page 17. This must also include a schedule for the timely development, review, and final submission of all new materials. This schedule should include at least six benchmarks (i.e., planning, coordination, development, implementation, marketing, evaluation) that the grantee is expected to meet in order to ensure the steady progress of product development throughout the grant period. Applicants must build the 9-month product review deadline into the timeline.
- Related activities and expected completion dates.

- Organization(s) and person(s) responsible for completing each task on the timeline.

f. Logic Model

See page 17 for information about what should be included in the logic model.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 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 primary source 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.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

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 the OJP 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 organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov 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.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 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. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **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 for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 "Crime Victim Assistance Discretionary Grants."
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas. 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: Victim Research and Evaluation
Competition ID: OVC-2016-10440

Purpose Area 2: Reaching Underserved Victims
Competition ID: OVC-2016-10441

- 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. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on July 11, 2016.

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](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicant must email 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 email 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 (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10%)

- a. Describe the need for the National Resource Centers to build the capacity of the field.

2. Goals and Objectives (15%)

- a. Propose project goals that state the overall purpose of what will be accomplished.
- b. Objectives must be measureable, relate directly to the issues described in the problem statement, and include a description of how the project goals will be accomplished.

3. Project Design and Implementation (25%)

- a. Describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation.
- b. Tie program activities to goals, objectives, related deliverables, and performance measures applicable to the project.
- c. Indicate each project goal, related deliverable, activity, expected completion date, and responsible person or organization in attached Project Timeline.
- d. Describe the plan for collecting data from all TTA efforts and conduct an assessment of TTA delivery.
- e. Describe plans to coordinate efforts with all relevant partners identified in the solicitation.

4. Capabilities and Competencies (20%)

- a. Demonstrate a high degree of collaboration and partnership with other organizations possessing experience (for purpose area 1) working with victim-related research and evaluation or (for purpose area 2) reaching the specific underserved victim populations identified in the solicitation, language access, and accessibility of services.
- b. Identify project lead and discuss the capacity of the proposed or current staff, including experience working with victim-related research/evaluation, serving victims, providing TTA, and working in teams.
- c. (Purpose Area 1) Demonstrate experience working with victim-related research and evaluation including translating findings to share with the field and providing assistance to victim-serving organizations to improve their data collection capabilities, implementing and using data driven decision-making, enhancing program evaluation capacity, and working with culturally-specific organizations.
- d. (Purpose Area 2) Demonstrate experience working with victim-serving organizations at all levels (e.g., federal, tribal, state, and local) including experience working with survivors from the underserved victim populations highlighted in the solicitation.
- e. Demonstrate experience providing guidance and TTA to victim-serving organizations at all levels.
- f. Explain experience of lead agency and all partners serving diverse communities and meaningfully engaging members of said communities in the work.
- g. In an attachment, provide position descriptions outlining roles and responsibilities of key positions and resumes for current staff.
- h. Discuss how program management functions and communication will occur between all proposed partners included in the application.

5. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)

- a. Identify plan for responding to performance measures outlined in solicitation and who will be responsible for data collection.
- b. Explain how the project's effectiveness will be demonstrated. Describe how data will be collected and how it will be assessed to measure impact of proposed efforts.

6. Budget (15%)

- a. Provide a complete, comprehensive, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) budget detail worksheet and budget narrative. 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.¹⁴

7. Additional Attachments (10%)

- a. In attachments, include letters of commitment, MOUs, or agreements from proposed partners detailing the contributions, roles, and responsibilities of each organization to the overall project.
- b. Submit resumes for all staff involved in project.
- c. Submit completed Privacy Certificate.
- d. Submit a Project Timeline that indicates each project goal, related deliverable, activity, expected completion date, and responsible person or organization.

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
- 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 System for Award Management (SAM)

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.

¹⁴ 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.

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 award recipients
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 sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). 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 requirements¹⁵ 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 this 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 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 the Part 200 Uniform Requirements. 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.

¹⁵ 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)).

G. Federal Awarding Agency Contact(s)

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

For 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 email 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 email 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 email your resume to ojppeerreview@lmsolas.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

OVC FY 2016 Vision 21: National Resource Centers for Victim Research, Evaluation, and Reaching Underserved Victims

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 27)
- _____ Acquire or renew registration with SAM (see page 27)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 28)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 28)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 28)
- _____ Select the correct Competition ID

Purpose Area 1: Victim Research and Evaluation

Competition ID# OVC-2016-10440

OR

Purpose Area 2: Reaching Underserved Victims

Competition ID# OVC-2016-10441

- _____ Download Funding Opportunity and Application Package (see page 28)
- _____ Sign up for Grants.gov email [notifications](#) (see page 28)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 14)

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 28)

If No Grants.gov Receipt, and Validation or Error Notifications Are Received:

- _____ Contact OVC regarding experiencing technical difficulties (see page 2)

General Requirements:

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

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$5,000,000 for Purpose Area 1 and \$10,000,000 for Purpose Area 2.

Eligibility Requirement: See Eligibility on page 1.

What an Application Should Include:

_____	Application for Federal Assistance (SF-424)	(see page 16)
_____	Project Abstract	(see page 16)
_____	Program Narrative	(see page 17)
_____	Budget Detail Worksheet	(see page 20)
_____	Budget Narrative	(see page 21)
_____	Indirect Cost Rate Agreement	(see page 21)
_____	Tribal Authorizing Resolution	(see page 22)
_____	Applicant Disclosure of High Risk Status	(see page 22)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 22)
_____	Research and Evaluation Independence and Integrity	(see page 23)
_____	Privacy Certificate	(see page 25)
_____	Memoranda of Understanding or Letters of Commitment	(see page 25)
_____	Resumes	(see page 15)
_____	Timeline	(see page 17)
_____	Logic Model	(see page 18)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 26)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 26)
_____	Employee Compensation Waiver request and justification	(see page 14)