

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 pleased to announce that it is seeking applicants for funding under the Fiscal Year (FY) 2011 Victim Assistance Professional Development Fellowship Program. This program furthers the Department's mission by supporting the activities of a fellowship position to assist OVC in its mission to advance victims' rights and services through training, technical assistance, and public awareness activities. OVC will support one or more fellowships to conduct an analysis of existing data regarding services available to underserved victims; identify trends and explore ways to capture information about services to these victims; and analyze the overall effectiveness of state Victims of Crime Act (VOCA) programs or construct a framework to analyze state VOCA programs.

OVC FY 2011 Victim Assistance and Compensation Professional Development Fellowship Program

Eligibility

Applicants must be individuals (organizations are not eligible to apply) who demonstrate the financial and administrative capacity to manage the cooperative agreement; as well as the desire, knowledge, and ability to successfully execute the development of training, technical assistance, public awareness, and other informational resources to meet the needs of victim service providers and allied practitioners who serve crime victims. The applicant agrees to abstain from any outside employment, either compensated or uncompensated, for the duration of the fellowship, unless approved in writing by the Director of OVC. Applicants should read the OVC Fellowship Guidelines that are available at www.ojp.usdoj.gov/ovc/pdf/txt/OVC_Fellowship_Guidelines.pdf.

Deadline

Registration with Grants.gov is required prior to application submission. (See "How To Apply," page 9.) All applications are due by 11:59 p.m. eastern time on June 27, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov. **Note:** The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Kisha W. Green, Victim Justice Program Specialist, at 202-616-3573 or by e-mail to kisha.w.green@usdoj.gov. (Applicants are strongly advised to contact Ms. Green before developing an application.)

Grants.gov number assigned to announcement: OVC-2011-3040

CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	4
Performance Measures.....	8
How To Apply.....	9
What an Application Should Include.....	10
Standard Form (SF) 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria.....	13
Review Process.....	15
Additional Requirements	16
Application Checklist	17

OVC FY 2011 Victim Assistance and Compensation Professional Development Fellowship Program CFDA # 16.582

Overview

The mission of OVC is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for crime victims. OVC fulfills its mission, in part, by improving the skills, knowledge, and abilities of crime victim service providers and allied professionals who provide services and support for victims, and helping to ensure that victims are aware of their rights and are able to exercise those rights. The cooperative agreements under this program are authorized by 42 U.S.C. 10603 (c)(1)(A) and (c)(3)(E), which authorizes funding for training, technical assistance, demonstration projects, and fellowships.

The OVC Victim Assistance and Compensation Fellow will conduct an analysis of existing data regarding services available to underserved victims to identify trends and explore ways to capture information about services to these victims, and to analyze the overall effectiveness of state VOCA programs or construct a framework to analyze state VOCA programs. The fellow will include information in the analysis regarding state population and victim demographics, state victims' rights, state laws and local victim statutes, and other relevant data. The fellow will review and synthesize the differences and similarities of victim compensation programs by analyzing state compensation program statutes, policies, and rules. OVC expects the fellow to complete an analysis of between 20 and 30 states. The fellow may also collaborate with OVC staff and other fellows who are working on Vision 21: Transforming Victim Services—an initiative to expand the vision and impact of the crime victim services field. Information regarding Vision 21 is available at <http://ovc.ncjrs.org/vision21/initiative.html>. The end product of this fellowship will be a report that includes a detailed analysis of state victim assistance and compensation efforts; identifies any gaps, innovative practices, and challenges facing the studied states in particular, and all states in general; recommends strategies for identifying and reaching underserved victims; and includes an analysis of the overall effectiveness of state VOCA programs. This fellowship will appeal to a broad range of prospective candidates who may have an interest in crime, victims' rights, urban studies, law, sociology, and research and analysis.

Deadlines: Registration and Application

Registration is required prior to application submission. OJP strongly recommends registering with Grants.gov several weeks prior to the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on June 27, 2011. Please see "How To Apply" on page 9 for more information.

Eligibility

Please refer to the title page for eligibility under this program.

Program-Specific Information

Background and Purpose

OVC is responsible for implementing several pieces of federal legislation that are intended to advance victims' rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses. In addition, OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and providing appropriate and sensitive services to victims. However, gaps occur in services for crime victims, in the promotion of awareness of crime victims' rights and services, and in other areas where there is potential to help victims of crime. Sometimes these gaps are created because practitioners that serve victims may lack the training to fully appreciate the impact of crime on victims or lack understanding of crime victims' rights. Sometimes these gaps occur when policy decisions are made based on outdated data. As a result, the victim services field continues to need more education about the impact of crime on underserved victims and awareness of state compensation and assistance programs, and support for these victims needs to be increased.

Underserved Crime Victims: For the purposes of this solicitation only, OVC defines underserved crime victims in very broad terms, including, but not limited to, victims of federal crimes, including those on tribal lands; survivors of homicide victims; and victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation and fraud, and elder abuse. Underserved crime victims are also identified by demographic characteristics, which include non-English speaking victims, persons with disabilities, members of racial or ethnic minorities, sexual orientation and gender identity, socioeconomic status, or by virtue of the fact that they are residents of rural or remote areas or inner cities. Victims may be underserved simply because knowledge of and access to culturally competent victim assistance and compensation services may be lacking in a community. In some instances, services are available but not accessible, or are complicated by overlapping or complicated jurisdictional issues. Increasingly, the type of victimization may be so newly identified that few resources exist to provide adequate services and support, such as immigration assistance for foreign national victims of human trafficking.

Program Strategy

OVC may support one or more fellowships under the topical category of Victim Assistance and Compensation. The topic area should be listed in box number 11 of the SF-424, in the project abstract, and in the project narrative. Applicants are advised that the overarching goal of this fellowship is to assist OVC in meeting the larger field's need for evidence-based training, technical assistance, and other resources to support the expansion and effectiveness of services to underserved crime victims. Enhancing the professional development of successful applicants is an important objective of the fellowship program, but activities and deliverables must conform to the solicitation parameters. Applicants who propose more narrowly focused fellowships that focus on their specific interests or a specific type of victimization or victim demographic will not be considered responsive to this solicitation and will not be forwarded for peer review. **Additionally, please note that fellowship awards are not intended to support research or other academic work being pursued by an individual.**

The fellowship recipient will work onsite at OVC if they live in the Washington, D.C., metropolitan area. The fellowship recipient may work remotely and travel to Washington, D.C., once quarterly if they provide a strategy and demonstrate that they have the basic resources needed to accomplish the tasks identified in this solicitation. The fellowship award recipient will

work 80 hours per each 2-week pay period for the duration of the fellowship and will be allowed 15 days of annual leave and 13 days of sick leave during the 12-month period. The fellow will also be allowed paid time off for official federal holidays and other approved time off for federal employees. The fellowship recipient's performance will be monitored by a victim justice program specialist within the assigned division, with ultimate oversight by the OVC Deputy Director. If working on-site at OVC, workspace and equipment, including telephone, computer, office supplies, and Internet access, will be provided by OJP. If working remotely, the fellowship award recipient will be responsible for providing these items while working remotely. Fellows must successfully complete an OJP security clearance before beginning the fellowship at OVC.

Goals, Objectives, and Deliverables

The overarching goal of the OVC Victim Assistance Professional Development Fellowship Program is to enhance the efforts of OVC to facilitate the understanding of, development, or enhancement of innovative programs, models, practices, and protocols that serve crime victims. A secondary goal is to foster the professional development of practitioners in the victim assistance field by providing them an opportunity to work closely with career and political federal staff, contractors, grantees, and a myriad of public and private organizations in Washington, D.C., and throughout the Nation. The fellow will support OVC staff through the provision of direct operational assistance to crime victim organizations and agencies; the design and development of innovative initiatives and training programs; and assessment and capacity-building efforts. The fellow will also be responsible for developing articles and speeches on specific topics covered in the fellowship category area. The objectives, activities, and deliverables for this fellowship are outlined below.

Victim Assistance and Compensation Fellowship

Objectives: The OVC Victim Assistance and Compensation Fellow will conduct an analysis of existing data regarding services available to underserved victims to identify trends and explore ways to capture information about services to these victims, and to analyze the overall effectiveness of state VOCA programs or construct a framework to analyze state VOCA programs. The fellow will include information in the analysis regarding state population and victim demographics, state victims' rights, state laws and local victim statutes, and other relevant data. The fellow will review and synthesize the differences and similarities of victim compensation programs by analyzing state compensation program statutes, policies, and rules. OVC expects the fellow to complete an analysis of 20 to 30 states. The fellow may also collaborate with OVC staff and other fellows who are working on Vision 21: Transforming Victim Services—an initiative to expand the vision and impact of the crime victim services field. Information regarding Vision 21 is available at <http://ovc.ncjrs.org/vision21/initiative.html>. The end product of this fellowship will be a report that includes a detailed analysis of state victim assistance and compensation efforts; identifies any gaps, innovative practices, and challenges facing the studied states in particular, and all states in general; recommends strategies for identifying and reaching underserved victims; and includes an analysis of the overall effectiveness of state VOCA programs.

Fellowship Activities:

- Work with program specialists to develop state profiles that include demographics/crime rates; state victims' rights laws and statutes, including victim notification; analysis of the types of victim assistance programs funded by the state; state compensation program

compensable and non-compensable costs; identification of innovative underserved victim assistance programs; identification of gaps, innovative practices, and challenges facing the studied states in particular, and all states in general; and state funding trends, both in terms of funding levels and restrictions/limitations on funding (both statutory and regulatory).

- Analyze existing data regarding the services available to victims and determine gaps in services and needed resources.
- Meet with key officials who manage state compensation and assistance programs and nongovernmental service providers to learn about their reporting and data collection instruments related to victims in order to gain an overall understanding of the effectiveness of state compensation and assistance programs.
- Collaborate with OVC staff and fellows who are working on the Vision 21 Initiative.
- Assist the State Compensation and Assistance Team in research and technical writing related to the impact of VOCA formula funding on crime victims as well as the programs and practitioners serving crime victims.
- Develop reports, speeches, and articles at the request of division and higher OVC management to support their efforts to raise understanding and awareness of VOCA and how state funding is being used to serve crime victims.
- At the request of the State Compensation and Assistance Team and/or OVC management, participate in internal and external stakeholder meetings, forums, and conferences to provide information about efforts to identify and serve crime victims.
- Participate in professional development and training activities, in consultation with OVC management, to enhance expertise to assist the State Compensation and Assistance Team and its formula grantees in the effective execution of programmatic, financial, and administrative responsibilities related to these grants.
- Travel to support the execution of the above activities.

Deliverables:

- A comprehensive report noting all findings with recommendations on strategies for identifying and reaching underserved crime victims.
- Report on existing programs and practices that address underserved victims and emerging issues.
- Quarterly financial and semi-annual progress reports.
- Analyses of key state statutes and regulations impacting the delivery of services to victims with an emphasis on underserved victims, including summaries of interviews with key state VOCA administrators and victim service providers.
- Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Evidence-Based Programs or Practices

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.

Evidence-based practices, models, programs, and/or protocols are those that have been shown, through rigorous evaluation and replication, to be effective at accomplishing goals and achieving victim assistance-related priorities, such as reducing the trauma of violent victimization or increasing victims' ability to participate in the criminal justice system. When sufficient evidence is not available for a program or practice to be evidence-based, then practitioners would use the research literature and a clear, well-articulated theory or conceptual framework to develop the program, practice, model, or protocol.

Amount and Length of Awards

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

Award Period: 12 months. The program is designed to span 3 years, contingent upon grantee performance and availability of funds to support years 2 and 3 years of the fellowship.

Award Amount: Up to \$135,000 is available for this fellowship (depending on experience, salary history, and proposed travel costs). No more than \$95,000 is allowed for salary costs.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

Match Requirement: No match is required under this solicitation.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post-award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>The purpose of the cooperative agreement is to enhance the efforts of OVC to facilitate the development or enhancement of innovative programs that serve crime victims and to foster the professional development of practitioners by working onsite within OVC.</p>	<p>Number of state-specific reports (by type).</p> <p>Number of recommendations adopted to improve direct services for the field.</p> <p>Number of materials disseminated.</p> <p>Number of recommendations developed.</p>	<p>Number of summaries of interviews with state and nongovernmental service providers.</p> <p>Number of state demographic analyses.</p> <p>Number of key state statutory regulatory summaries.</p> <p>Number of recommended enhancements to direct services for the victim assistance field adopted.</p> <p>Number of speeches, articles, reports, Web-based products, and public awareness and education activities disseminated to the crime victims field.</p> <p>Number of recommendations provided to OVC management on potential areas of expansion and improvement that enhance the OVC Fellowship Program.</p>

Submission of performance measure data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section "What an Application Should Include" on page 10 for additional information.

How To Apply

Applications will be submitted through Grants.gov, a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. A DUNS number is required for Grants.gov registration. 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 renewal of an existing award. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR database to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Please note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov: the Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "*Crime Victim Assistance/Discretionary Grants*," and the funding opportunity number is OVC-2011-3040.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact OVC staff **within 24 hours after the deadline** and request approval to submit its application. At that time, OVC staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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

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

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative and budget detail worksheet including a budget narrative, will neither proceed to peer review nor receive further consideration.

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

Standard Form 424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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, please select "For-Profit Organization" or "Small Business" (as applicable).

Program Narrative

The program narrative should not exceed 20 doubled-spaced pages, in 12-point font, with 1-inch margins, and must include six separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Professional Capability and Project Management, and Plans for Measuring Progress and Outcomes. See additional descriptions of these categories on page 13 of the solicitation under "Selection Criteria."

Budget Detail Worksheet and Budget Narrative

The applicant is required to complete the Budget Detail Worksheet (the final page being a budget summary) and a budget narrative. The budget narrative justifies each budget item that is identified in the Budget Detail Worksheet and explains how each item relates to project activities. The budget narrative should be clear and consistent with all costs proposed in the Budget Detail Worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, and why particular equipment or supplies must be purchased. Note: Total costs specified in the Budget Detail Worksheet and in the budget narrative should match the total amount of line 15.g of the SF 424.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you should include the budget categories as listed in the sample budget worksheet.

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

When completing both the Budget Detail Worksheet and Budget Narrative, applicants should consider the following.

Expenses that are **allowable** under this solicitation include the following:

- Personnel/salary (section A of the Budget Detail Worksheet). Applicants selected for an award will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history as part of the initial financial review. OVC will pay salaries ranging from \$40,000 to \$95,000 depending on education,

experience, and salary history. No exceptions to the salary ceiling of \$95,000 will be granted. Benefits are not included as part of salary.

- Fringe Benefits (section B of the Budget Detail Worksheet) may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65% of salary only); and a public transportation stipend that does not exceed \$230 monthly (based on actual expenses), if the fellow resides in the Washington, D.C., metropolitan area. Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
- Travel will involve site visits with other OVC or OJP staff, attendance at conferences and meetings (both local and outside of the Washington, D.C., area), and participation in training and professional development training. Travel may include one trip each quarter to Washington, D.C., if working remotely. Applicants should budget for eight trips of \$1,500 each, totaling \$12,000, with the notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the budget narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines. Travel expenses should be listed in section C of the Budget Detail Worksheet.
- Supplies (section E of the Budget Detail Worksheet) may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
- Other costs (section H of the Budget Detail Worksheet) may include costs for a cell phone and Blackberry to maintain communication with OVC staff and expenses associated with professional development and training relating to the OVC project(s). Fees for up to four trainings at up to \$1,000 each should be included. Note: Most training opportunities will be in the Washington, D.C., metro area; however, final decisions will be made in consultation with OVC management. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

Expenses that are **not allowable** under this solicitation are the following:

- Equipment (section D of the Budget Detail Worksheet), such as costs for computer equipment, printers, or other equipment for either on- or offsite fellows are not allowable. OVC will supply equipment to the onsite fellow; as per page 5 of this solicitation, offsite fellows are provide their own equipment.
- International travel.
- Moving expenses.

Impact/Outcomes and Evaluation/ Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures

Certifications

Required Attachments

1. Resume.
2. Minimum of three, but no more than five, professional and/or academic references.
3. List of financial and/or professional affiliations.
4. Academic transcripts to document level of post-secondary education.

Other Attachments are optional, and may include items such as certifications of key training or writing samples.

Selection Criteria

Project Abstract and Problem Statement (10%). The application should include a one-page summary (Project Abstract) that clearly describes the title/topic of the fellowship that the applicant is applying for, activities that will be implemented, and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes. The Problem Statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field.

Project Goals and Objectives (10%). The applicant must specify the goals and objectives of the specific fellowship for which they are applying. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

Project Design and Implementation Plan (20%). The project design and implementation plan must describe the fellowship objectives and activities and discuss how the strategy will address the identified problems and support the goals and objectives. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan presented in chart form will not be included as part of the 20-page narrative limitation. The time-task plan also must provide for the submission of required quarterly financial status reports and semi-annual progress reports. Fellows must attend one Regional Financial Management Training Seminar in Washington, D.C., sponsored by OJP's Office of the Chief Financial Officer (OCFO) for grantees. Specific information, such as dates and locations of upcoming OCFO events, can be found at www.ojp.usdoj.gov/training/fmts.htm.

Professional Capability/Competencies and Project Management (30%): Applications must include a clear description of the applicant's ability to access program data in the subject matter areas of specialization of the fellowship, as well as the applicant's unique qualifications that will enable them to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, agencies, and practitioners in the field. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes should be attached to the narrative to support this section and should include all employment and volunteer experience. Resumes should provide contact

information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments (see below) must be included to document experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

Budget (15%). OVC and OJP staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$135,000 limitation for this solicitation will be considered nonresponsive and will not be reviewed. Applications that request more than \$95,000 for salary (figure does not include benefits) will be considered nonresponsive to the application. While the use of the Budget Detail Form is not required, applicants must follow the format of the Budget Detail Form and include all requested information that is relevant to the execution of the fellowship grant. Applicants should ensure that all expenses listed are allowable as outlined in this solicitation and the OJP Financial Guide.

Plans for Measuring Progress and Outcomes (15%). Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the fellowship's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

Program Attachments file must include the following materials:

Resumes (required). Resumes should include all employment and volunteer experience and relevant academic work. Resumes should provide contact information for previous supervisors and indicate whether or not the applicant authorizes OVC staff to contact the supervisor to verify work experience. **The resumes must include salaries for all paid positions that are listed.**

Academic Transcripts (required for all post-secondary education—certified copies are not required to be submitted with this application, but OVC reserves the right to request certified copies of transcripts before making the grant award.)

Professional and/or Academic References (at least three and no more than five must be submitted.)

List of professional and financial affiliations (required).

Other attachments as needed (if applicable, such as writing samples or training certifications). Total number of pages for other (non-required) attachments should not exceed 20 pages.

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

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

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights compliance
- Faith-based and other community organizations
- Confidentiality
- Research and the protection of human subjects
- Anti-Lobbying Act
- Financial and government audit requirements

- National Environmental Policy Act (NEPA)
- DOJ Information Technology standards (if applicable)
- Single point of contact review
- Nonsupplanting of state or local funds
- Criminal penalty for false statements
- Compliance with [OJP Financial Guide](#)
- Suspension or termination of funding
- Nonprofit organizations
- For-profit organizations
- Government Performance and Results Act (GPRA)
- Rights in intellectual property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000—federal taxes certification requirement
- Active CCR registration

Application Checklist

OVC FY 2011 Victim Assistance Professional Development Fellowship Program

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

Eligibility

- _____ Applicants are limited to individuals; organizations are not eligible to apply.
- _____ The federal amount requested is within the allowable limit(s) of \$135,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Program Narrative (see page 11)
- _____ Budget Detail Worksheet (see page 11)
- _____ Budget Narrative (see page 11)
- _____ Required Attachments (see pages 12–14)
 - _____ 3–5 professional and/or academic references
 - _____ Resume (including salary history)
 - _____ Academic transcripts
 - _____ Professional and/or academic references
 - _____ List of professional and financial affiliations
 - _____ Time-Task Plan
- _____ Other Standard Forms as applicable (see page 14), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)

Other attachments as needed (if applicable, such as writing samples or training certifications). Total number of pages for other (non-required) attachments should not exceed 20 pages.