

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

**Office for Victims of Crime
FY2000 Discretionary Grant
Application Kit**

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<www.ojp.usdoj.gov/ovc/>

**For grant and funding information contact:
Department of Justice Response Center
1-800-421-6770**

SL 000418

The Office for Victims of Crime is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office of Juvenile Justice and Delinquency Prevention.



U.S. Department of Justice

Office of Justice Programs

Office for Victims of Crime

Washington, D.C. 20531

May 1, 2000

Dear Colleague:

The Office for Victims of Crime (OVC) is pleased to present the Discretionary Program Application Kit for fiscal year 2000. The OVC Application Kit supplements the Office of Justice Programs (OJP) Program Plan, which incorporates the program announcements of all OJP bureaus and funding offices, including OVC. The OJP Program Plan groups its announcements by theme rather than by funding agency. This application kit advertises only OVC competitive solicitations for the fiscal year 2000 funding cycle.

The fiscal year 2000 OVC application kit advertises projects primarily designed to address the needs of underserved victims of crime--those in Indian Country, rural areas, and in immigrant communities. OVC is also announcing a project to develop a training institute for professionals who provide mental health services to children who have been victims of abuse or have witnessed violence.

OVC hopes the following solicitations will bring innovative proposals from the many victim advocates and allied professionals whose work touches the lives of crime victims. OVC also encourages you to explore the numerous funding opportunities available through other OJP bureaus and offices. For additional information, please review the OJP fiscal year 2000 Program Plan available on the OJP World Wide Web home page at www.ojp.usdoj.gov.

Sincerely,

Kathryn M. Turman
Director
Office for Victims of Crime

Mary Lou Leary
Acting Assistant Attorney General
Office of Justice Programs

Office for Victims of Crime (OVC) Competitive Discretionary Grant Programs for 2000

Directions for Requesting Information and Application Kits

Each of the programs described in Section I. is assigned to an OVC Program Manager who has carefully researched and developed the solicitation. For specific questions about a particular program, please contact the appropriate Program Manager whose name and telephone number are listed at the end of the solicitation. For general administrative questions regarding application submissions, please call Diane Wells at 202-616-1860 or Yvonne Jones at 202-616-3566.

If you or your organization plan to publicize this kit or any of the programs in a journal, periodical, or newsletter, or on the Internet, or in any other form, please contact the Program Manager responsible for that program to discuss any necessary modifications to the program announcement required to meet the publication format. Incorrect and misleading information published about the goals of OVC's discretionary programs in prior years resulted in grant applications that were unresponsive to the solicitation and could not be considered. We wish to avoid this kind of miscommunication in the future.

To request additional application kits or forms call the OVC Resource Center at 1-800-627-6872, the OVC Reply Line at 202-616-1926 (TTY 202-514-7863), or write to Office for Victims of Crime, 810 Seventh Street NW., Washington DC 20531-0001. The application kit is also available on the World Wide Web on OVC's home page at www.ojp.usdoj.gov/ovc/.

Application Checklist

Use this checklist to ensure that your application is complete. Failure to include any of the following items may result in disqualification. All forms, assurances, and lists of contacts are provided in the pages that follow.

- G Complete and sign the Standard Form (SF) 424, Application for Federal Assistance.
- G See item 10 on the SF 424. The catalog of Federal Domestic Assistance number is 16.582 for the Victims of Crime Discretionary Grant Program.
- G Complete the Budget Detail Work Sheet (including any necessary narrative).
- G Sign the Assurances.
- G Attach the Civil Rights Information sheets.
- G Complete and sign the Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- G Include the list of Federal efforts, if applicable.
- G Include the program abstract.
- G Check to see that the program narrative addresses the items requested in “Instructions for Application Narrative.”
- G If you are a nonprofit organization and have not received Federal funds from the Office of Justice Programs in the past, fill out the OJP Form 7120, Accounting System and Financial Capability Questionnaire.
- G Print the application on 8 ½-inch x 11-inch paper on one side of the paper.
- G Limit the program narrative section to 30 double-spaced pages in no less than 12-point type. The 30 page limit does not include the abstract, forms, and appendices.
- G Include position descriptions, staff qualifications, and individual resumes as appendices or attachments to the program narrative.
- G Submit the completed grant application with original signatures and **two additional** copies. Please do not bind, coil bind, or staple the applications.
- G Submit all applications in time to arrive by the deadline date.
- G Mail or hand-deliver the application package to: Office for Victims of Crime Mail Room
810 7th Street, NW.
Room 8201
Washington, DC 20531-0001
- G Or, Federal Express application package to: Office for Victims of Crime Mail Room
Note: Federal Express uses a different zip code. 810 7th Street, NW.
Room 8201
Washington, DC 20001



Contents

Introduction to OVC	1
Competitive Discretionary Grants for Fiscal Year 2000	1
Application Process	2
Due Date and Application Submission	2
Eligibility Requirements	2
Section I. Program Announcements	3
Indian Nations Conference	3
Model Comprehensive and Culturally Appropriate Services for Immigrant Crime Victims ...	5
Mental Health Services for Rural Crime Victims	9
Institute for Professional Training on Mental Health Treatment for Child Victims and Witnesses	13
Section II. Application Kit	17
Instructions for Application Narrative	17
Procedures for Selection	20
Selection Criteria	21
Administrative Requirements	23
Reporting Requirements	29
Suspension or Termination of Funding	29
Forms Appendix	31
Application for Federal Assistance (SF 424) Form	
Instructions for Completion of the Application for Federal Assistance (SF 424)	
Sample SF 424 Form	
Budget Detail Worksheet Form	
Sample Budget Detail Worksheet Form	
Assurances Form	
Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements	
Disclosure Form to Report Lobbying	
Single Audit Act Information	
Civil Rights Information	
Accounting System and Financial Capability Questionnaire (for new grantee who has not received Federal funds in the past)	

Introduction to OVC

The Office for Victims of Crime (OVC) was created by the Victims of Crime Act of 1984 (VOCA) to improve our nation's response to crime victims. OVC is one of five bureaus and six program offices within the Office of Justice Programs (OJP) and works closely with these components to support programs that benefit crime victims.

OVC performs many tasks, including administering formula grant programs that support a network of victim assistance and compensation services; managing discretionary grants for training, technical assistance, and demonstration programs to benefit crime victims; supporting a national informational clearinghouse and a national training and technical assistance center; and creating direct service programs for victims of Federal crimes.

All of these programs are funded by the Crime Victims Fund (Fund), which is derived **not** from tax dollars, but rather from the fines, penalty assessments, and bond forfeitures of Federal criminal offenders. Deposits in the Fund for fiscal year 2000 total over \$900 million dollars; however, a Congressional "cap" on the funds makes only \$500 million available for authorized activities in the fiscal year 2000. Of the \$500 million, about 90 percent is distributed directly to the States in formula grants to help fund critical victim assistance services and crime victim compensation program efforts. Approximately \$13.8 million is available this year in discretionary funds to support diverse training and technical assistance efforts, services for Federal crime victims, demonstration programs, and continuation efforts for multiyear projects. In addition, under the Children's Justice and Assistance Act, \$1.5 million is allocated for programs to improve the handling of child abuse cases in Indian Country.

Competitive Discretionary Grants for Fiscal Year 2000

This application kit describes all of OVC's competitive discretionary grant programs for fiscal year 2000 and contains the application materials and directions necessary to apply for these grants. This kit does not include descriptions of continuation projects and other activities supported through other funding mechanisms such as contracts. A summary description of all of OVC's discretionary activities for fiscal year 2000 is included in the *Office of Justice Programs (OJP) Fiscal Year 2000 Program Plans* (OJP Program Plan).

OJP's Program Plan includes plans for OVC, the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Executive Office for Weed and Seed, the Violence Against Women Office, the Corrections Program Office and the Office of State and Local Domestic Preparedness Support. Information on crime victim initiatives is primarily included in Chapter 7 of OJP's Program Plan with limited programs in other chapters. The OJP Program Plan contains short descriptions of

new and continuing projects and initiatives; it does not contain application materials for OJP competitive grant programs. To order the OJP Program Plan, contact the National Criminal Justice Reference Service at 1-800-421-6770 or visit the OJP home page at <www.ojp.usdoj.gov> under *What's New*.

Application Process

This application kit provides the necessary information and guidance for preparing and submitting an application for an OVC discretionary program award. Section I. of the application kit contains solicitations for competitive programs. Section II. presents general application requirements and includes the required application forms. To receive additional application kits, please call the OVC Reply Line at 202-616-1926 or write to the Office for Victims of Crime, 810 7th Street NW., Washington, DC 20531-0001. The application kit may also be downloaded from the OVC home page on the World Wide Web at <www.ojp.usdoj.gov/ovc/>.

Due Date and Application Submission

Applications for competitive programs must be postmarked or receipted by private carrier no later than **Friday, July 14, 2000**. Hand-delivered applications must be received by 5:00 p.m. on July 14, 2000.

Mailed applications should be sent to the Office for Victims of Crime, 810 7th Street NW., Washington, DC 20531-0001. For applications sent by Federal Express, note that Federal Express uses a different ZIP Code. For Federal Express, use the ZIP Code 20001 . The point of contact for hand-delivered applications is Mr. Howard McClam in Room 3204 (Mailroom), 810 7th Street NW., Washington, DC 202-307-5881. **OVC will not grant extensions of the due date or accept faxed submissions.**

Eligibility Requirements

Applications are invited from public agencies, including colleges, universities, and private, nonprofit organizations. Applicants must demonstrate that they have the expertise and prior experience to successfully complete the project for which they are applying. Some of the program announcements in this kit list additional eligibility requirements specific to the goals of the particular program.

Applicants who have questions about grant application requirements or who need assistance in completing the forms may contact Diane Wells, Administrative Officer, at 202-616-1860. For

substantive questions about an announcement's specific requirements, applicants may contact the OVC Project Manager identified at the end of the program description.

Section I. Program Announcements

INDIAN NATIONS CONFERENCE

Award Amount: \$100,000 FY2000; \$200,000 FY2001 (Cooperative Agreement)

Award Period: 18 months

Goal: To improve the skills of multidisciplinary professionals in responding to the rights and needs of American Indian crime victims.

Purpose: To host the Eighth National Indian Nations Training Conference for victim service providers and criminal justice professionals working in Indian Country.

Problem Statement: Through the Victims Assistance in Indian Country (VAIC) Program, OVC supports approximately 40 Tribal-based victim service programs. Further, under the Children's Justice Act Partnerships for Indian Communities (CJA) grant initiative, OVC provides funding to approximately 25 Tribes and Indian organizations to improve the investigation, prosecution, and case handling of child abuse and sexual abuse. Since 1988, OVC has sponsored seven national conferences to bring together Tribal, State, and Federal professionals who work on behalf of crime victims in Indian country. The conferences have provided training to victim service providers, prosecutors, law enforcement officials, judicial personnel, and health and mental health professionals on best practices in establishing effective victim assistance services. In addition, the conferences have presented models for coordinating Tribal, Federal, State, and local resources to respond to crime victims in Indian country.

Program Strategy: The recipient of this project will compile information and evaluations on victim assistance in Indian Country and previous Indian Nations conferences and work with OVC to organize a conference planning committee composed of Tribal, Federal, and State representatives. The grantee will convene two or more planning committee meetings to decide upon conference site, dates, theme, agenda, presenters, and speakers. Conference facilities will be arranged by the grantee, and the grantee will print and disseminate conference brochures that contain scholarship information and applications. The grantee will arrange for workshop presenters to submit information materials for inclusion in a conference manual and will collect and compile information for the manual that will support the training. The grantee will be responsible for handling other conference matters such as paying consultants and workshop presenters, securing an artist and poster artwork, and handling conference registration fees. In addition, the grantee will select scholarship recipients based on criteria established in conjunction with OVC. This project will be awarded as a Cooperative Agreement, and the grantee will work closely with the OVC Project Manager at all stages of conference planning.

The grantee will host a three-day national training conference to meet the goal and purpose stated above. Finally, the grantee will review conference evaluations and submit a report of those evaluations and recommendations for future training and technical assistance strategies in Indian Country.

Deliverables from the grant should include a list of planning committee members, the planning committee meeting minutes, a conference brochure, a conference manual, conference reports, a three-day conference, a survey of training priorities from Tribes, a participant list, and a final narrative report.

Eligibility Requirements: The applicant must have knowledge of and experience with victim assistance in Indian Country and must demonstrate an organizational capability to organize and host a conference of national scope.

Application Due Dates: July 14, 2000

Contact Person: Cathy Sanders at 202-616-3578 or e-mail at <Cathy@ojp.usdoj.gov>.

MODEL COMPREHENSIVE AND CULTURALLY APPROPRIATE SERVICES FOR IMMIGRANT CRIME VICTIMS

Award Amount: \$50,000 in the first year for community needs assessment and developmental planning. Based upon grantee performance and the availability of future funds, additional funding of up to \$200,000 per year may be available for two subsequent years to implement and evaluate the model, and to produce accompanying written materials to promote replication in other communities with immigrant populations.

Award Period: 36 months. Second and third year funding is contingent upon success in meeting preceding year objectives.

Goal: The goal of this multiyear demonstration program is to improve victim services for immigrant crime victims.

Purpose: The purpose of the first year of this project is to provide funds to develop a replicable model for comprehensive and culturally appropriate victim services for crime victims from immigrant communities. The purpose of second and third year of funding is to support implementation and evaluation of the model.

Background: In recent decades, the U.S. has experienced the largest influx of immigrants in history. According to U.S. census data, by the mid-1990s the number of foreign-born persons in the U.S. reached a historical high. A recent report by the Urban Institute estimates that immigrants now constitute approximately one-third of the annual U.S. net population growth. While the majority of immigrants since the 1980s has come from Latin America and Asia, an increasingly diverse population of immigrants has come to the U.S. from countries all over the world. Thus, the number of immigrants in the U.S. is larger and more diverse than ever before.

Immigrants who become crime victims often face barriers, such as language and cultural differences, as they attempt to access victim services and participate in the criminal justice system. While many service providers are striving to provide more culturally competent services to immigrant crime victims, many victims still are not able to obtain adequate or appropriate victim assistance. This means immigrant crime victims often are not afforded real opportunities to participate in the criminal justice system.

Program Strategy: This solicitation invites applicants to plan and implement a three-year demonstration program to improve victim services to immigrant crime victims. First year funding for this project will support a community needs assessment and developmental planning of a replicable model for providing comprehensive and culturally appropriate victim services to crime victims from immigrant communities. A comprehensive system or model could include, but would not be limited to, the following services:

Culturally appropriate services that immediately respond to the emotional and physical needs of crime victims, such as

- Intervention, crisis counseling, and accompaniment to hospitals for medical examinations.
- Hotline counseling.
- Emergency food, clothing, transportation, and shelter.
- Other emergency services that are intended to restore the victim's sense of dignity and self-esteem.

Culturally appropriate counseling, group treatment, and therapy.

Translation services.

Explanation of and guidance through the criminal justice system, including accompaniment to criminal justice offices and court, transportation to court, child care to enable a victim to attend court, restitution advocacy, and assistance with victim impact statements.

Funding under this program may **not** be used for the provision of legal services, such as representation in immigration matters or obtaining protection orders. Funding is intended to support the development of accessible, culturally sensitive victim support services like those listed above. Ideally, victim services would complement legal, social, or other advocacy services being provided to immigrant communities.

Fiscal year 2000 funding is intended to support a community needs assessment and developmental planning of such a model. Additional funding is anticipated in fiscal years 2001 and 2002 for implementation and evaluation of the model and for production of accompanying written materials to promote replication in other communities with immigrant populations. The supplemental funding for implementation and evaluation is contingent on availability of funds and satisfactory performance of all project tasks during the assessment and planning phase.

Project tasks during the first year include the following:

Establish a strong leadership body, such as an advisory or steering committee, to provide guidance to program staff. This body should be composed of individuals who can contribute a variety of expertise and perspectives to the program including immigrant crime victims, private and public victim service agencies, existing local victim assistance networks or coalitions, local law enforcement and prosecutors, city and county government, mental health providers, medical providers, and representatives from the faith community.

Conduct a needs assessment of a defined immigrant community or communities to determine availability of services to immigrant crime victims and gaps in those services. This assessment should include the following: collection of information regarding the type and quality of

services currently available and accessed by immigrant crime victims; recommendations for improvements to existing services; and proposals for the type and scope of new services that need to be developed to adequately and appropriately meet the needs of crime victims within the defined immigrant community or communities.

- # Based on the needs identified in the community assessment, plan and design a model service center or system capable of providing immigrant crime victims with comprehensive and culturally appropriate victim support services. The proposed service model should include a framework that will become operational in fiscal year 2001; sustain a comprehensive, integrated service delivery center/system over time, through changes in leadership, and after Federal funding ends; and ,be replicable in other communities.
- # Create a detailed implementation plan that provides a blueprint for bringing the program model to life in fiscal year 2001. The implementation plan should include a list of the activities and the schedule of meetings for the leadership body, a time line indicating major milestones for the program, a staffing plan with position descriptions showing individual staff responsibilities, and a budget.
- # Produce a monitoring plan that contains genuine outcome measures for program integrity and accountability including interim benchmarks for the program's long-term objectives. The plan should describe the mechanisms and procedures for monitoring the provision of services to immigrant crime victims, including the specific services provided, the community agency referrals made and other assistance received, and the effects and outcomes that can reasonably be associated with the program's services to immigrant crime victims. The plan should also include procedures to assess not only the impediments to implementation, but also any general impacts on the community served.
- # Document the planning phase by recording information about the various meetings, activities, decisions, support, resources, and opposition that occur or evolve during the project period. This will create a history of the planning process that can prove helpful to the site in subsequent program years and to other sites that seek to replicate the model. An individual or agency should be designated as the project recorder with responsibility for collecting the process information and compiling a planning process report.

Products from the first year of project funding include the following:

- Strong leadership body such as an advisory or steering committee.
- Community Assessment Report.
- Program Model and Implementation Plan.
- Monitoring Plan.
- Planning Process Report.

Project tasks during the second and third years will include the following:

- Implement the program model development plan written during the first year.
- Conduct ongoing meetings of the program leadership body to assess progress and to identify challenges and to guide development of the model accordingly.
- Process and outcome evaluations of the model.
- Produce written materials containing information useful to others wishing to replicate or adapt the model.

Eligibility Requirements: Applicants must demonstrate the following:

- # General knowledge of victimization issues.
- # Expertise in providing legal, social, or other advocacy services to an immigrant community or communities.
- # Organizational capability to successfully complete the planning and implementation phases of this project.

Existing service providers are encouraged to apply to develop victim services under this program in conjunction with, and as a complement to, legal services, social services, and other advocacy services currently provided to immigrants.

Application: Applicants must follow the guidance provided in Section II., Instructions for Application Narrative.

Application Due Date: July 14, 2000

Contact Person: Michelle Avery at 202-514-5084 or e-mail at <averym@ojp.usdoj.gov>.

MENTAL HEALTH SERVICES FOR RURAL CRIME VICTIMS

Award Amount: \$50,000 for fiscal year 2000 (Cooperative Agreement); Based upon grantee performance and the availability of future funds, continuation funding for up to \$200,000 per year may be available for two subsequent years.

Award Period: 36 months. Second and third year funding is contingent upon success in meeting preceding year objectives.

Goal: The goal of this multiyear demonstration project is to identify and implement effective practices for delivering mental health services to crime victims in rural areas.

Purpose: The purpose of the first year of this project is to assist one rural community in planning a demonstration project that addresses the mental health needs of crime victims. The purpose of second and third year funding is to support implementation of the project.

Background: According to the National Crime Victimization Survey, citizens of rural communities have shared in the recent downward trend in crime rates enjoyed by their urban and suburban counterparts. Yet, although rates of violent crime among rural residents are generally lower than those of urban populations, the survey found that there was no significant difference between urban, suburban, and rural rates for certain crimes, such as rape and sexual assault. Furthermore, the National Institute of Justice report, *Crime and Policing in Rural and Small-Town America*, indicates some disturbing characteristics of violence in rural communities compared with urban communities, including an equal or greater likelihood of child abuse or neglect and a higher incidence of homicide, rape, and assault among acquaintances. The report also points out that although rural families face the same drug-, alcohol-, poverty-, and stress-related problems as do families in metropolitan areas, they typically have access to fewer resources.

Because of their distance from areas where mental health resources tend to be concentrated, rural communities may rely on licensed clinical social workers or other existing resources, such as institutions of faith and local self-help groups, to address the mental health needs of crime victims. Some have tapped the wealth of information available through the Internet and other innovative technologies, creating dynamic new practices like telemedicine and teletherapy. Still others have looked to earlier models of home-based care to establish networks of “circuit-riding” mental health specialists. Despite the exciting possibilities these innovative approaches bring, rural communities are collectively far from overcoming the obstacles arising from geographic isolation and resource scarcity. And, although there are individual examples of effective rural practices for providing mental health services to victims of crime, the full array of those practices has not been catalogued and demonstrated for victim service providers and criminal justice professionals.

Program Strategy: This solicitation invites applicants to plan and implement a three-year demonstration program to improve mental health services for crime victims in rural communities. Project tasks and products during the first year should include the following:

- # Establishment of an advisory group comprising representatives of key agencies to be involved in the development of the project. The advisory group should include criminal justice professionals, including law enforcement officials, prosecutors, and judicial personnel; victim service providers; relevant social service representatives; local government figures and policymakers; health and mental health practitioners; and State Victims of Crime Act victim assistance and compensation administrators. (Applicant should identify the advisory group members in the applicant's proposal.)
- # Inventory and assessment of available victim assistance resources, particularly those designed to meet victims' mental health needs.
- # Identification of service gaps and the resources necessary to address those gaps.
- # Development of a written plan to meet the identified service gaps and to obtain the necessary resources.
- # Contact with agencies and individuals able to meet the community's resource needs and obtaining their commitments for their involvement.
- # Creation of an interagency working group composed of all agencies and individuals to be involved in implementing the project.
- # Contact with national mental health organizations, such as the American Psychiatric Association, the American Psychological Association, the National Association of Rural Mental Health, and the National Association of Social Workers, to solicit their involvement.

Project tasks and products for the second and third year of the project may include:

- # Implementation of the development plan written during the first year, including acquisition of necessary resources.
- # Conduct of ongoing meetings of the interagency working group to provide updates on project development and to assess progress.
- # Development of a final written report, anticipated for publication and for abridgement as an OVC bulletin, containing a catalogue of resources made available during the course of the project, an assessment of their efficacy, and recommendations for other rural communities. The

recommendations should recognize the disparity in resources among communities and should include suggestions for full and partial deployment of those resources.

Presenting at a national training conferences such as the annual National Organization for Victim Assistance conference.

Eligibility Requirements: Eligible applicants must represent rural communities and must demonstrate the organizational capability to complete this project successfully in the three-year period. The term “rural” may be self-defined by the applicant, but the applicant community’s status as a rural community must be supported. Applicants must also demonstrate a basic knowledge of victim assistance and mental health issues.

Application Due Date: July 14, 2000

Contact Person: Bill Brantley at 202-616-3574 or e-mail at <brantley@ojp.usdoj.gov>.

INSTITUTE FOR PROFESSIONAL TRAINING ON MENTAL HEALTH TREATMENT FOR CHILD VICTIMS AND WITNESSES

Award Amount: \$175,000 for one Cooperative Agreement. Based upon grantee performance and the availability of future funds, continuation funding for up to \$250,000 may be available for two subsequent years.

Award Period: 12 months, with the potential for an additional 24 months.

Goal: To improve the mental health response to children who are victims of or witnesses to violence.

Purpose: The purpose of this project is to enhance and increase training programs for mental health professionals which focus on the skills required to offer trauma-focused interventions for children who have been victims of abuse or who have witnessed violent crime.

Background: Children are substantially more vulnerable to crime victimization than adults. Young people, particularly teens, commit about 18 percent of crime, but make up 33 percent of crime victims. Each year, approximately 3 million incidents of abuse and neglect are reported to child protection agencies. In addition, it is estimated that 40 percent of children witness serious violence in their lifetime. Research clearly documents the detrimental effects of exposure to violence on children. Effective intervention with child victims and witnesses is one of the most critical means of minimizing the impact of violence on children.

Although schools of counseling, social work, psychology, and psychiatry prepare professionals for the field of mental health, their course work and direct practice training often have a limited focus on working with young children and on the specific skills needed to address childhood trauma. Graduate schools need to expand their current training efforts to provide specific training on mental health interventions with children who have been exposed to violence. The Office for Victims of Crime (OVC) is in the process of developing mental health guidelines for child victims of intrafamilial physical and sexual abuse. Interested applicants may contact OVC for further information on that project. However, the focus of this cooperative agreement is not limited to intrafamilial abuse and applicants should also address services for children who are victims of other crimes and/or witness abuse within the family or outside the home.

Program Strategy: Crime victims represent a significant portion of the client population seen by mental health professionals. Mental health practitioners need to be sensitized and educated on the dynamics of victimization. Mental health providers who treat children also need specialized training on child development, the unique needs of child victims and witnesses, and specialized approaches for intervening with traumatized children. Such training should be a part of professional school education, including classroom education, specialized seminars, and

opportunities for supervised direct practice with children. This project will address that need by establishing an institute that will provide fellowships, internships, professional development seminars, hands-on training, and other experience to foster the development of advanced assessment and intervention skills for mental health professionals.

This solicitation invites applicants to conceptualize and develop an institute that provides graduate level training for mental health practitioners, such as psychologists, social workers, school counselors, family counselors, and psychiatrists, to prepare them for specialized assessment and intervention with children who have been victims of, or witnesses to, violent crime.

Project tasks should include the following:

- # Review current literature and curriculum, and develop course materials, to ensure that child development, victimization, and trauma-focused assessment and intervention are addressed.
- # Develop or expand an internship or fellowship program for trainees specializing in services for child victims/witnesses.
- # Create opportunities for trainees to provide direct services for child victims and witnesses under the direct supervision of experienced, qualified supervisors.
- # Conduct ongoing seminars and specialized training to address skills, knowledge, and techniques applicable to trauma assessment and intervention with children.
- # Write one or more OVC Bulletins describing the project and field developments resulting from the project.
- # Make presentations on the project at one or more national or regional forums.
- # Access the equipment, materials, and training necessary to upgrade the mental health training program to better serve children.
- # Evaluate the effectiveness of the project for improving practitioner skills and readiness to provide treatment for child victims/witnesses. Demonstrate the expansion of services to child victims/witnesses and of training opportunities for mental health practitioners.

Eligibility Requirements: Institutions of higher education involved in professional education that offer training on providing mental health services for children who have been victims of abuse and/or have witnessed violence. Applicants should demonstrate experience and capacity to provide mental health services for children. Applicants should also demonstrate the ability to serve as a training institute for mental health practitioners in advanced training, such as psychologists,

social workers, psychiatrists, and school and family counselors.

Application Due Date: July 14, 2000

Contact Person: Marylouise Kelley at 202-616-0530 or e-mail at < kelley@ojp.usdoj.gov >.

Section II: Application Kit

INSTRUCTIONS FOR APPLICATION NARRATIVE

Program Abstract

Each application must include a program abstract that highlights the purposes, goals, methods, and anticipated benefits of the proposed project. The abstract should not exceed one double-spaced page.

Program Narrative

Each application must contain a program narrative that justifies and describes the proposed program. The program narrative may not exceed 30 double-spaced 8½- by 11-inch pages. Single-spaced or one and one-half spaced narratives will not be accepted. Margins must be no less than 1 inch on all four sides of the paper, and the font must be no smaller than 12 point type. The 30-page narrative limit does not include the forms, the abstract, and the appendices. The position descriptions, qualifications, and individual resumes may be submitted as appendices to the application. OVC strongly discourages numerous and lengthy appendices and attachments not directly related to the project. OVC is unable to copy videotapes and lengthy publications that are sent as examples of the grant applicant's work. Consequently, peer reviewers will not receive these attachments as part of the review process. Do not bind or staple applications.

The program narrative must include the following:

1. Program Goals

Applicants should use the goals stated in the specific solicitation as the basis for a succinct and clear statement of how their proposed program will be of value to the victims' field by meeting a stated goal. For example, if the solicitation states as its goal, "To increase and enhance services provided by prosecutors to crime victims," then the applicant should briefly explain how their particular proposal will achieve that goal.

2. Program Strategy/Methodology and Implementation Plan

The program strategy/methodology must include sufficient detail so that the reader can understand what will be accomplished, how it will be accomplished, and who will accomplish it. The applicant must describe the following:

The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes.

-
- # The strategy, tasks, and time-task line for developing the services and products.
 - # How the project will be coordinated with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.
 - # Any unusual features of the project, such as design, technological innovations, reductions in cost or time, an extraordinary community, or volunteer or private sector involvement.
 - # Procedures for testing and evaluating the service or product or for obtaining feedback about their worth to the field.
 - # The dissemination plan for the product or services.

All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and be able to relate the tasks directly to the accomplishment of the project goal(s). Projected activities should be realistic and reflect the project's allocated time, staff, and funding. A clear picture of the contents or components of the product or training is important, as is a detailed plan for packaging and disseminating the product to user groups. In the past, reviewers have given higher scores to applications that describe how they will introduce the products to the field and encourage their use than to applications without this information. Detailed procedures for pilot testing and refining the products have also resulted in more competitive applications.

Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget; all identified costs should accurately reflect the tasks, staff time, supplies, and (if applicable) travel necessary to accomplish the grant-related work.

3. Organizational Capability, Program Management, and Staffing Plan

Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and accomplish the tasks of the program for which they are applying. Applications should include a clear description of the applicant's management structure and previous experience with similar or related efforts. Applicants should include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants should describe how the program will be managed, including an organizational chart describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project, including detailed position descriptions,

qualifications, and selection criteria for each position. If additional staff will be hired to complete the project, the applicant should identify selection criteria. Applicants should also provide detailed information about staff who have committed to working on the project contingent upon receipt of funding.

The proposed project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. In addition to these items, the applicant may add, as attachments or appendices, resumes or other information that qualify the staff to work on the project.

4. Time-Task Plan

Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities, including reproduction of project products and their initial dissemination, will occur within the proposed project period. **Applicants should consider the OVC requirement to submit final drafts of all publications, including videos, 120 days prior to the end of the grant period.** The plan must also provide for the submission of written progress reports. All recipients are required to submit semiannual progress reports.

5. Program Budget

The applicant will enter budgeted items and their costs on a budget detail worksheet with a thorough justification for all costs, including the basis for computing the costs. The budget must be complete, reasonable, and directly related to the activities proposed in the application. The Budget Detail Worksheet is located in the forms appendix of the application kit. Applicants must justify the costs of individual items, such as personnel and travel, showing how they were computed. **A budget narrative that justifies all costs must also be included.** Applications containing contracts must include detailed budgets for each organization's expenses. Applicants should plan to attend an OVC discretionary grantee meeting and, with the exception of local grantees, budget this at an annual cost of \$1,000. OVC's VOCA funds cannot be used to cover construction costs, prevention activities, or costs relating to offender rehabilitation or counseling.

6. A Plan for Measuring Progress and Outcome (Evaluation)

Each application must provide a plan for assessing the project's effectiveness. All applications must contain a plan for evaluating the accomplishment of project objectives. Applicants should describe the criteria and units of measurement used to evaluate the project's effectiveness, such as number of individuals trained, positive changes that trainees have made as a result of the training

(new policies, protocols), any new capacity or improved response to victims resulting from the training, the number and type of agencies that received technical assistance, the number and type of products disseminated, user satisfaction data, and the cost-effectiveness of the project. The evaluation should include, at a minimum, the units of service provided; the number of individuals trained; a list of training participants; how training affected program development and implementation; cost per unit of training; the number of agencies that were provided technical assistance; the number and type of products disseminated; the target audience; user satisfaction; cost-effectiveness of the program, service, or product; and the benefit to the field. In the plan for assessing the program, include information about how well the program, service, or product worked, the unanticipated benefits that resulted, and the plan for assessing the program. For technical assistance projects, applicants should develop a mechanism for gathering feedback from both the users and providers of the technical assistance. The OVC project manager is available to offer guidance to grantees on performance measures once an award has been made.

Applicants should include plans to capture both outcome data and information on long-term change as a result of the proposed project. Applicants should identify challenging, but achievable, outcomes in their proposals and describe how they plan to assess performance in attaining the identified outcomes. The applicant should identify staff members responsible for completing the assessment. Assessment information may be submitted as part of the semiannual progress report, but must be submitted as part of the final report that is due within 120 days of project completion.

OVC submits this information annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successful. These findings help provide justification for continuing OVC's discretionary grant program.

PROCEDURES FOR SELECTION

The OVC staff reviews applications for completeness and basic responsiveness to the individual solicitation. Responsive applications will be forwarded to peer review panels of individuals with expertise in the respective topic areas. The peer review panelists will score each application using specific selection criteria. The peer review panel will then, as a group, generate an average score and rank for each application and make recommendations for awards to the Director of OVC and the Assistant Attorney General for Justice Programs. Final selection will be based upon the scoring system and other considerations like previous performance on Federal grants. The Assistant Attorney General for Justice programs has the ultimate authority to select applications for funding.

Applications for each program described in Section I. will be evaluated and rated based on the extent to which the program meets the selection criteria listed below.

SELECTION CRITERIA

1. **Project Strategy/Design** (40 points). This criterion addresses how well the project design supports the purpose and goals of the grant program. The applicant's strategy or design must include a description of project phases, tasks, activities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies major activities and products. The project design will also be examined to determine how well the project/program can be accessed by diverse and underserved victims (see page 21).
2. **Implementation Plan and Budget** (20 points). This criterion measures how well the program will be managed. Reviewers will examine the identified project tasks, milestones, and the assignment of staff resources within the framework of the proposed time/task line. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner.

The applicant must explain how budget items are computed and why they are vital to the project, clearly relating the items to identified tasks described in the narrative. For example, if the applicant has planned an extensive survey, the budget should reflect the staff time necessary to identify the sample, make follow-up calls, and conduct other activities to collect information. If an applicant proposes distributing a large number of training manuals, the budget should allocate sufficient funds for printing documents needed for pilot testing and postage. Applicants should not include items that are not fully necessary to the project, such as a computer for developing a small, printed product (for example, brochures).

3. **Organizational Capability** (30 points). Points will be awarded based on the applicant's stated capability to undertake and complete a national-scope, Federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of 1) the applicant's described management structure, previous experience with similar or related efforts, and financial capability (15 points), and 2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks (15 points). Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives of the grant for which they are applying.
4. **Program Evaluation** (10 points). This criterion assigns points to the applicant's plan for measuring program success. All applications must contain a plan for evaluating the accomplishment of project objectives. Applicants must describe how the evaluation data will be gathered and analyzed.

Quality of Previous Performance

Prior to making final selections for funding specific applicants, the Director of OVC and the Assistant Attorney General for Justice Programs will consider information about the performance of applicants on previous grants awarded by OVC, OJP, or other Federal agencies. Emphasis will be placed on the delivery of complete, responsive products that produced tangible benefits. Applicants who have failed to meet grant deadlines, did not comply with OJP financial requirements, or did not adjust to difficulties by setting revised time/task lines will not be favorably considered for funding.

ADMINISTRATIVE REQUIREMENTS

Assurances

This package includes a list of assurances that the applicant must comply with to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Purchase of American-Made Equipment and Products

It is the sense of the Congress, as conveyed through the fiscal year 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

Human Subject Research and Confidentiality Compliance

While OVC does not generally conduct research, applicants for discretionary funds should reference 28 CFR Part 22 and Part 46 regarding the confidentiality of personally identifiable information and human subject research respectively, conducted with Federal funds. Applicants should review their activities against the terms and definitions contained in these parts. Please contact Marylouise Kelley, OVC's Human Subject Protection Officer at 202-307-5983 if you believe the proposed activities have application to proposed funded activities.

National Environmental Policy Act (NEPA) Compliance

All recipients of Federal grant funds are required to assist the sponsoring Federal agency comply with the National Environmental Policy Act (NEPA) and with other related Federal environmental impact analysis requirements. Victims of Crime Act funds may not be used for construction costs; however, grantees may be planning building construction, or renovations with its funds or monies from third parties that are related to the use of the requested funds from OVC. In submitting an application for funding, applicants understand and agree that the assistance they may have to

provide includes submitting specific information on any site proposed for construction or renovation and any activities subject to an environmental impact review. OVC and OJP will work with an applicant to meet all assessment requirements. To accomplish this, the applicant should inform OVC if the applicant must perform for any of its proposed activities an environmental impact analysis under a State or local requirement, or if a Federal agency is completing an environmental impact analysis. Additionally, if the applicant is anticipating any related new construction or renovation or remodeling of a property that (1) is listed on or eligible for listing on the National Register of Historic Places; (2) is located within a 100-year flood plain; or (3) would undergo a change in the property's basic prior use or significantly change its size, the applicant should contact Diane Wells, the OVC NEPA Coordinator at 202-616-1860 to determine the additional information that OVC will require.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must agree to the Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

1. **Lobbying:**

The applicant and its subgrantees, contractors, and subcontractors will not use Federal funds for lobbying and will disclose any lobbying activities.

2. **Debarment**

The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification, destruction of records, making false statements, or receiving stolen property; and, have not had a public transaction terminated for cause or default.

3. **Drug-Free Workplace**

The applicant will or will continue to provide a drug-free workplace.

Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR Part 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the

fact on which the U.S. Department of Justice will rely in making awards.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand applicable legal and administrative requirements.

Program Access

OVC is committed to ensuring the **equal** access of diverse and underserved populations to the criminal justice system and victim services. “Underserved” victims may be defined not just by the types of crimes committed, but by their age; level of English proficiency; disability status; sexual orientation; national origin or ethnicity; race; or residence in an inner city, rural, or remote area. OVC requires applicants for discretionary funding to consider victims’ demographic characteristics and design project proposals accordingly to address victims’ existing needs. The following are examples of activities that could be used to identify and appropriately serve the needs of diverse victims.

- # Assessment of the diverse needs, resources, and assets of the community to be served.
- # Development and implementation of mechanisms for community involvement in the design and execution of the project.
- # Recruitment and training of qualified, diverse, and culturally competent project staff who can address the needs of the communities being served.
- # Promotion of attitudes, behaviors, knowledge, and skills necessary for project staff to work respectfully and effectively with diverse crime victims, each other, and the surrounding community.
- # Ongoing cultural competence education and training for all project staff.
- # Ongoing organizational self-assessments of cultural competence, measurement of access, satisfaction and quality as part of project process, and outcome evaluations.

Development and implementation of procedures to resolve complaints or grievances by clients and staff about unfair, culturally insensitive or discriminatory treatment, difficulty in accessing services, or denial of services.

Publications

OVC has developed an *OVC Publications Guide* to provides guidance to grantees in developing products that are to be published through OVC's discretionary grant program. The guide is available on the World Wide Web from OVC's home page at www.ojp.usdoj.gov/ovc/fund/dakit.htm or by calling OVC at 202-307-5983.

Applicants should note that final drafts of all publications developed under grant funding must be submitted to OVC 120 days prior to the end of their grant period. This allows OVC to submit the publication to an internal review, an external peer review, and a review by other Department of Justice components. In the event that grantees fail to provide final drafts within this time period, OVC will issue no-cost extensions to the grant period; no additional funds will be made available to the grantee in the event that substantive changes to the publication are required by OVC of the grantee. Final publications will be printed by OVC. **Only a small printing budget will be approved for grantees who develop materials that must be “pilot tested” prior to the completion of the grant.** Applicants should build the 120-day publication review period deadline into their grant time/task lines.

In cases where grantees perform the dissemination of their findings through a variety of media, such as professional journals, books, and conferences, the grantee should send copies of such publications to the Program Manager as they become available, even if they appear well after a project expires. OVC imposes no restriction on the publication and dissemination of these products other than the following mandatory acknowledgment and disclaimer on the product:

This project publication was supported by grant number _____ from the Office for Victims of Crime. Points of view are those of the author(s) and do not necessarily represent the position of the U.S. Department of Justice.

Grants versus Cooperative Agreements

For certain solicitations, OVC chooses to award cooperative agreements instead of grants. Cooperative agreements are used when *substantial* involvement is anticipated between OVC and the award recipient during performance of the contemplated activities. For example, OVC's involvement might include participating as members of an advisory group, identifying and recommending resources to support project goals and objectives, and editing draft materials.

Grantee Responsibilities

Award recipients and project directors assume certain responsibilities as part of their participation in Government-sponsored grant programs. OVC's monitoring activities are intended to help grantees meet these responsibilities. They are based on good communication and open dialogue conducted amicably with mutual respect. Some elements of this dialogue follow:

- Frequent, open communication with OVC in the early stages of the grant as the project design develops and becomes operational.
- Timely communication with OVC regarding developments that might affect the project's compliance with schedules, activities, and products set forth in the proposal.
- Communication with other OVC grantees conducting related training, technical assistance, or demonstration projects. The applicant should anticipate either a post-award meeting with the OVC program monitor or an OVC meeting of discretionary grantees. Applicants outside the Washington, DC metropolitan area should budget \$1,000 for each year of the grant for meeting costs.
- Compliance with OVC requests for brief descriptions of the project and its activities whenever such information is needed to meet OVC's reporting requirements to Congress. OVC will provide as much advance notification of these requests as possible, but will expect a timely response from grantees to these requests. OVC will accept requested information through electronic media.
- Provision of project information to OVC at conferences, meetings, and elsewhere.
- Provide OVC prepublication copies of articles; provide OVC notice of interviews that are based on the project that will appear in print or other media, either during or after the life of the grant.
- Meet OVC staff and present up-to-date reports on the activities of the project. If this is anticipated, include relevant travel costs in the budget.

Grantees are expected to complete award products within the time frames agreed upon by OVC and the grantee. OVC recognizes there are legitimate reasons for project extensions. OVC does not, however, consider it a legitimate reason for delay if the grantee assumes additional projects that impinge upon previous time commitments. If a delay is anticipated, the grantee must contact the assigned OVC program manager to negotiate a new due date. The grantee must submit a revised time/task line for the extended project. Projects with unreasonable delays may be terminated administratively. In this situation, any remaining funds are withdrawn from the grantee. Future applications from the project director or the recipient institution are subject to strict

scrutiny and may be denied based on past failure to meet minimum standards.

REPORTING REQUIREMENTS

1. Financial Status Report

Financial status reports (SF 269-A) are due quarterly no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

2. Single Audit Report

Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

3. Semiannual Progress Report

Recipients of funding are required to submit semiannual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, the significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

SUSPENSION OR TERMINATION OF FUNDING

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the Victims of Crime Act of 1984, as amended, or other provisions of Federal law.
- # Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- # Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.

Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.

Filing a false certification in this application or other report or document.

Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR Part 18.

Forms Appendix

Application for Federal Assistance (SF 424 Form)

Instructions for Completion of the SF 424

Sample SF 424 Form

Budget Detail Worksheet Form

Sample Budget Detail Worksheet Form

Assurances Form

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Disclosure Form to Report Lobbying

Single Audit Act Information (This is only required for recipients who expend \$300,000 or more of Federal funds during the fiscal year.)

Civil Rights Information

Accounting System and Financial Capability Questionnaire (Required of nonprofit organizations that have not received Office of Justice Programs funds in the past.)

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most Federal agencies for application for Federal assistance. It contains 18 different items, all of which must be completed in order for your application to be reviewed. The Office for Victims of Crime cannot accept the application without a completed and signed SF 424.

- Item 1** **Type of Submission:** OVC discretionary grant funds cannot be used for construction or building purposes. Check the “Non-Construction” box in the application section.
- Item 2** **Date Submitted:** Indicate the date you sent the application to OVC. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
- Item 3** **Date Received by State:** Leave blank. OVC applicants are exempted from the requirement to submit applications to a State Single Point of Contact.
- Item 4** **Date Received by Federal Agency:** This item will be completed by OJP.
- Item 5** **Applicant Information:** The “Legal Name” is the unit of government or the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus, the city or township should be entered into the Legal Name box and the name of the law enforcement or other agency should be entered into the Organizational Unit box. One person should be designated as the contact for the proposed project, and that person’s telephone number should also be included. It is not unusual for the name of the contact person to differ from the authorized representative of your agency in item 18 below.
- Item 6** **Employer Identification Number:** Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
- Item 7** **Type of Applicant:** Enter the appropriate letter in the space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium.”
- Item 8** **Type of Application:** Check “new.”
- Item 9** **Name of Federal Agency:** Type in “Office for Victims of Crime.”
- Item 10** **Catalog of Federal Domestic Assistance Number:** For OVC discretionary grants, the number is 16.582, and the title is Crime Victim

Assistance/Discretionary Grants. The number for the Children's Justice Act Discretionary Grant Program for Native Americans is 16.583.

- Item 11** **Descriptive Title of Applicant's Project:** Type in: (1) the title of the program as it appears in the solicitation or announcement, and (2) the name of your cognizant Federal agency. The cognizant Federal agency is generally the Federal agency from which the applicant agency receives the most Federal dollars.
- Item 12** **Areas Affected by Project:** Identify the geographic area(s) encompassed by the project. Indicate "Statewide" or "National," if applicable.
- Item 13** **Proposed Project Dates:** Fill in the begin and end dates of the project. These dates may be adjusted by the OVC when the award is made. Most projects under this solicitation will begin on October 1, 1999.
- Item 14** **Congressional Districts:** Fill in the number of the congressional district in which the project will be located as well as the congressional district(s) the project will serve. Indicate "Statewide" or "National," if applicable.
- Item 15** **Estimated Funding:** On line "a," type in the amount of Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b through f," as appropriate.
- Item 16** **State Executive Order 12372:** OVC applicants are exempted from the requirement to submit applications to a State Single Point of Contact. Please mark the appropriate box in item 16. The answer is, **No, program is not covered by E.O. 12372.**
- Item 17** **Delinquent Federal Debt:** This question applies to the applicant organization. Categories of debt include delinquent audit disallowances, loans, and taxes.
- Item 18** **Authorized Representative:** Type the name of the person legally authorized to enter into contracts on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
----------------------	--------------------	-------------

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
---------------	-------------	------

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included either in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
-------------	--------------------	-------------

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
---------------------	--------------------	-------------

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
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TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
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Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Item	Location	Computation	Cost
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Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For

example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
--------------------	--------------------	-------------

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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 costs categories.

Description	Computation	Cost
--------------------	--------------------	-------------

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

*Sample Budget Detail
Worksheet*

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a one year budget period and 25% cash match requirement)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
John Smith, Investigator	$(\$50,000 \times 100\%)$	\$ 50,000
2 Investigators	$(\$50,000 \times 100\% \times 2)$	\$100,000
Secretary	$(\$30,000 \times 50\%)$	<u>\$ 15,000</u>
		\$165,000
Cost of living increase	$(\$165,000 \times 2\% \times .5\text{yr.})$	\$ 1,650
Overtime per investigator	$(\$37.50/\text{hr} \times 100 \text{ hrs.} \times 3)$	\$ 11,250

The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$177,900

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Employer's FICA Retirement	(\$177,900 x 7.65%) *(\$166,650 x 6%)	\$13,609 \$ 9,999
Uniform Allowance Health Insurance	(\$50 mo. x 12 mo. x 3) *(\$166,650 x 12%)	\$ 1,800 \$19,998
Workman's Compensation Unemployment Compensation	(\$177,900 x 1%) (\$177,900 x 1%)	\$ 1,779 \$ 1,779
* (\$177,900 less \$11,250)	TOTAL	<u>\$ 48,964</u>
Total Personnel & Fringe Benefits		<u>\$226,864</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training field interviews advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Boston	Airfare	(\$150 x 2 people x 2 trips)	\$ 600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$ 420
Investigations	New York City	Airfare	(\$600 average x 7)	\$4,200
		Hotel & Meals	(\$100/day average x 7 x 3 days)	\$2,100

Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based upon applicant's formal written travel policy.

TOTAL \$7.920

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computer w/CD ROM	(\$2,000 x 3)	\$6,000
Video Camera		\$1,000

The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL **\$7.000**

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items costing less than \$5,000, such as books, hand held tape recorders and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	(\$50/mo x 12 mo)	\$ 600
Postage	(\$20/mo x 12 mo)	\$ 240
Training Materials	(\$2/set x 500 sets)	\$1,000
Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.		
TOTAL		<u>\$1,840</u>

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category,

Purpose	Description of Work	Cost
Renovation	Add walls	\$5,000
	Build work tables	\$3,000
	Build evidence storage units	\$2,000
TOTAL		<u>\$10,000</u>

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$250 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
John Doe	Forensic Specialist	(\$150/day x 30 days	\$4,500

John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.

Subtotal \$4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Airfare	Miami	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,696

Joe Doe is expected to make up to 6 trips to Miami to consult en homicide cases.

Subtotal \$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Intelligence System Development	\$102,000

The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.

Subtotal \$102,000

TOTAL **\$111,900**

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and

investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 12 mo.)	\$10,500
This rent will pay for space for the new homicide unit. No space is currently available in city owned buildings.		
Telephone	(\$100/mo. x 12)	\$ 1,200
Printing/Reproduction	(\$150/mo. x 12)	\$ 1,800
TOTAL		<u>\$13,500</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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 costs categories.

Description	Computation	Cost
10% of personnel and fringe benefits	(\$226,864 x 10%)	\$22,686
The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)		
TOTAL		<u>\$22,686</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each

category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$177,900</u>
B. Fringe Benefits	<u>\$ 48,964</u>
C. Travel	<u>\$ 7,920</u>
D. Equipment	<u>\$ 7,000</u>
E. Supplies	<u>\$ 1,840</u>
F. Construction	<u>\$ 10,000</u>
G. Consultants/Contracts	<u>\$111,900</u>
H. Other	<u>\$ 13,500</u>
Total Direct Costs	<u>\$379,024</u>
I. Indirect Costs	<u>\$ 22,686</u>
TOTAL PROJECT COSTS	<u>\$401,710</u>

Federal Request **\$301,283**

Non-Federal Amount **\$100,427**

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. post award</p>	<p>3. Report type:</p> <p><input type="checkbox"/> a. Initial filing <input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>year _____ Quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p style="padding-left: 40px;">Tier _____, <i>if known</i></p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CDFA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

(Detach and Submit with Application)
SINGLE AUDIT ACT INFORMATION

Application must provide the following information as required by OMB Circular No. A-128 "Audit of State and Local Governments". (Single Audit of 1984, P.L. 98-502).

Period of Fiscal Year _____

(Example: 7/1-6/30/96 or 10/30/95-9/30/96)

Name and Address of designated Cognizant Federal Agency

(Example: HHS, DOL, HUD, DOJ, Agriculture)

Name

Address

City, State, and Zip Code

(Detach and Submit with Application

CIVIL RIGHTS INFORMATION

List below the name, title, address, and telephone number of the civil rights contact person who has lead responsibility for ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters with the Office of Civil Rights for the Office of Justice Programs.

Name

Title

Address

City, State, and Zip Code

Telephone Number



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP guideline manual entitled, "Financial and Administrative Guide for Grants."

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant, for each action program covered by a State's grants and for each subgrant awarded by the State.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

a. When was the organization founded/incorporated? (month, day, year)	b. Principal Officers	Titles
c. Employer Identification Number:	_____	_____
d. Number of Employees	_____	_____
Full Time: Part Time:	_____	_____

2. Is the firm affiliated with any other firm? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", provide details:	3. Total Sales/Revenues in most recent accounting period. (12 months) \$
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SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? YES NO

a. If yes, provide name and address of Agency performing review:	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.
Note: If review occurred within the past three years, omit questions 2-9 of this Section and Section D.	

2. Which of the following best describes the accounting system?	<input type="checkbox"/> Manual	<input type="checkbox"/> Automated	<input type="checkbox"/> Combination
3. Does the organization use a double-entry system in accounting for program funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
4. Does the accounting system identify the receipt and expenditures of program funds separately for each contract/grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
5. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
6. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
7. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:			
a. Total funds available for a grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
9. Is the firm generally familiar with the existing regulations and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure

SECTION D: FUND CONTROL

- 1. Is a separate bank account maintained for grant/contract funds? Yes No Not Sure
- 2. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified? Yes No Not Sure
- 3. Are the officials of the firm bonded? Yes No Not Sure

SECTION E: FINANCIAL STATEMENTS

- 1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No
- 2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued. Enclosed N/A
- 3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:
- 4. If an independent CPA has never examined your financial statements, please develop and provide this office with a copy of the following financial statements:
 - a. A detailed "Balance Sheet" for the most current and previous year; and
 - b. A detailed "Income Statement" for the most current and previous year.

SECTION F: ADDITIONAL INFORMATION

- 1. Use this space for any additional information (*indicate section and item numbers if a continuation*)

SECTION G: APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

1. Signature	b. Firm Name, Address, and Telephone Number
a. Title	c. Application Identifier Number

SECTION H: CPA CERTIFICATION

The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly.

1. Signature	b. Firm Name, Address, and Telephone Number
a. Title	