



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

## Developing and Enhancing Statewide Automated Victim Information and Notification (SAVIN) Programs FY 2009 Competitive Grant Announcement

### Eligibility

Applicants are limited to state government agencies authorized to manage the planning and implementation of a SAVIN program. Indian tribes also are eligible to receive grant funding for the planning and implementation of a SAVIN program.  
(See "Eligibility," page 1)

### Deadline

Registration with [Grants.gov](#) is required prior to application submission.  
(See "Deadline: Registration," page 1)

All applications are due by 8:00 p.m. e.t. on January 8, 2009.  
(See "Deadline: Applications," page 1)

### Contact Information

For assistance with the requirements of this solicitation, contact: Michael Dever, BJA Policy Advisor, at 202-616-9188 or [michael.dever@usdoj.gov](mailto:michael.dever@usdoj.gov).

This application must be submitted through [Grants.gov](#). For technical assistance with submitting the application, call the [Grants.gov Customer Support Hotline](#) at 1-800-518-4726 or send an e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov Support Hotline](#) hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

**Grants.Gov number assigned to announcement: BJA-2009-1931**

**Release date: October 27, 2008**

# CONTENTS

Overview of the Statewide Automated Victim Information and Notification Program	1
Deadline: Registration	1
Deadline: Applications	1
Eligibility	2
SAVIN Program-Specific Information	2
Match Requirement	3
Performance Measures	4
How To Apply	5
What An Application Must Include:	6
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	6
Review Process	7
Additional Requirements	8

# Developing and Enhancing Statewide Automated Victim Information and Notification Programs CDFA #16.740

## Overview of the SAVIN Programs

The Statewide Automated Victim Information and Notification (SAVIN) Program (guided in part by the general principles of 42 USC 10603e) helps protect crime victims from further victimization and ensures their legal rights are upheld by providing registered victims with timely and accurate information about any changes to the status of their offender (e.g., trial dates, times, or changes; probation hearings; inmate relocation; and offender release). This information enables victims to fully participate in the judicial process while maintaining total anonymity.

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmations/user passwords. The Office of Justice Programs (OJP) highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) obtain a Data Universal Numbering System (DUNS) number; (2) register your organization with the Central Contractor Registration (CCR) database; (3) register with Grants.gov's Credential Provider and obtain a username and password; (4) register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) the E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR Registration must be renewed once a year. Failure to renew the CCR registration may prohibit submission of a grant application through Grants.gov.**

## Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on January 8, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

**Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your

DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

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

## Eligibility

Applicants are limited to state government agencies authorized to manage the planning and implementation of a SAVIN program. Indian tribes also are eligible to receive grant funding for the planning and implementation of an automated victim notification program in their territories. In order to apply for the SAVIN Program, applicant agencies must reference the state legislation designating authority to manage and implement the SAVIN program for their state. If there is no authorizing state legislation, a letter from the Governor, on behalf of the agency, supporting the SAVIN program must be attached as part of the application. State sheriff associations and state prosecutor associations are eligible to apply as managing agencies if able to demonstrate strong governance support.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

## SAVIN-Specific Information

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

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

- **Governance:** An authorized statewide agency to oversee and implement the program. The administering agency includes representatives of criminal justice and law enforcement agencies, and must include at least one crime victim.
- **Technology:** An effective data collection network, a central data processing facility, a network monitoring/management capability, and a two-way communication capability.

- **Project Design:** Planning, implementation, operation, and assessment activities designed to make the program operational in 12 to 24 months.
- **Program Management:** An organizational structure that enables the states to establish or enhance existing systems and measure the effectiveness of the program by collecting data on victims served and cost effectiveness.

BJA's training and technical assistance provider will assist agencies implementing new or enhanced SAVIN programs. SAVIN grantees are required to use the Global Justice Extensible Markup Language (XML) Data Model ([GJXDM](#)) and associated implementation guidelines and adopt them as part of their SAVIN program planning. The guidelines include standards for program management, governance, information sharing, technical architecture, and services to be offered.

### **Award Categories**

States' managing agencies may submit a SAVIN application in one of two categories:

#### **CATEGORY I: IMPLEMENTATION. Grant maximum: \$2.25 million. Project period: 24 months.**

Managing agencies interested in creating a new SAVIN program may apply for an implementation grant. To receive funding, the agency must have a plan in place for implementing a SAVIN program in the state that includes a governance plan, including an authorized/designated managing agency to provide program oversight and implementation, and legislation, if state legislation is required, to allow for the creation of a statewide automated victim notification program. Grants may be used to plan, deploy, operate, and assess the effectiveness of new SAVIN programs where no existing SAVIN program is in place. States with effective victim notification legislation will be given priority in the award process.

#### **CATEGORY II: ENHANCEMENT. Grant maximum: \$500,000. Project period: 24 months.**

Managing agencies seeking to enhance existing SAVIN programs are eligible to apply. Grant funds may be used to expand the coverage and information and notification functionality of the system to include information and notifications related to court events, offenders on community supervision (probation or parole), juvenile cases, protection orders, and related information important to crime victims. Grants may be used to plan, deploy, operate, and assess the effectiveness of enhancements to existing programs.

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

### **Match Requirement**

A grant made under this program may not cover more than 50 percent of the total costs of the project being funded. The applicant must identify the source of the 50 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match

requirement with either cash or in-kind services or a combination of the two. The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's Share} = \text{Required Match}$$

**Example:** For a federal award amount of \$350,000, match would be calculated as follows:

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

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

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

### Definitions:

**Subscriber:** a person who signs up to be notified of offender status updates. Can be a victim, victim's family member, or member of society at large

**Subscribers enrolled:** the number of subscribers who have signed up to be notified if there is a change in an offender's status.

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

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

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

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

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

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

## How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

**Funding Opportunities with Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (\*.doc)” format. In addition, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.740, titled “Statewide Automated Victim Information Notification Program,” and the funding opportunity number is BJA-2009-1931.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS

number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/). Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form 424

#### Program Narrative (Attachment 1)

The program narrative must respond to the solicitation and the Selection Criteria (1-3, 5). The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc. **At the beginning of the program narrative, indicate which category (Category I: Implementation, or Category II: Enhancement) you are applying for.** Submissions that do not adhere to the format will be deemed ineligible.

#### Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is allowable and reasonable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). Budgets must clearly show the allocation of both the federally requested funding and the agency's match contribution. The budget narrative should closely follow the budget spreadsheet and provide justification for all proposed costs.

#### Project Timeline, Position Description, and Letters of Support (Attachment 3)

Attach a *Project Timeline* with each project goal, related objective, activity, expected completion date, and responsible person or organization; *Position Descriptions* for key positions; and *Letters of Support/Commitment and/or Memoranda of Understanding*.

## Selection Criteria

### 1. Statement of the Problem and Project Strategy (10 percent of 100)

Describe the problem to be addressed by the program, including the population and geographic area to be served. Describe current efforts to overcome the problem, and what additional steps can be accomplished with this funding.

**2. Project Design and Implementation (50 percent of 100)**

Describe what the agency proposes to do, including a timeline (as Attachment 3) that describes each project goal, objective, activity, expected completion date, and responsible person or organization.

**3. Capabilities/Competencies (10 percent of 100)**

Outline the management structure and organizational capability for program implementation. Identify the staffing—including skills and experience of each position—and management structure that will support the project work.

**4. Budget (10 percent of 100)**

Provide a proposed budget that is allowable and reasonable (see Attachment 2).

**5. Impact/Outcomes, Evaluation, Sustainment, and Performance Measure Data Collection Plan (20 percent of 100)**

Describe qualitative and quantitative measures that will indicate progress toward completing the assigned tasks. Identify who will be responsible for performance measurement (see Performance Measures), and how evaluations will be used. Explain how the overall success of the program will be determined, including the impact of efforts on the program's effectiveness. Identify resources that complement this project, and outline a strategy for continuing the project when the federal grant ends.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the information listed below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs *Financial Guide*
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006