



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 Training and Technical Assistance Program. This program furthers the Department's mission by assisting state agencies develop effective strategies for planning, implementing, or enhancing their statewide automated victim notification systems.

Statewide Automated Victim Information and Notification Training and Technical Assistance Program FY 2009 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, non-profit organizations, faith-based and community organizations, and institutions of higher learning
(See "Eligibility," page 1)

Deadline

Registration with [Grants.gov](#) is required prior to application submission.
All applications are due by 8:00 p.m. e.t. on December 18, 2008.
(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.

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. 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-2009-1945
Release date: November 17, 2008

CONTENTS

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

Statewide Automated Victim Information and Notification Training and Technical Assistance Program CDFA #16.740

Overview of the Statewide Automated Victim Information and Notification Training and Technical Assistance Program

The Statewide Automated Victim Information and Notification (SAVIN) Training and Technical Assistance (TTA) Program (guided in part by the general principles of 42 USC 10603e) supports the SAVIN Program in protecting crime victims from further victimization and helps ensure 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). The Bureau of Justice Assistance (BJA) is seeking a provider(s) to deliver training and technical assistance to state agencies to assist them with developing effective strategies for planning, implementing, or enhancing statewide automated victim notification systems.

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. **Note: Your CCR 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 December 18, 2008.

Within 24-48 hours after submitting your electronic application, you should receive an email 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 for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting states develop, implement, and enhance statewide victim notification programs. BJA encourages the submission of applications by organizations or agencies with expert knowledge of SAVIN programs, extensive knowledge of brokering and developing technical assistance, and willingness to collaborate with other BJA TTA providers. For-profit organizations must agree to waive any profit or fees for services. Collaborative efforts and consortiums of providers may apply.

Faith-Based and Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating

the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" web page, which can be found at the web address shown above.

SAVIN TTA Program-Specific Information

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

The primary purpose of the SAVIN Program is to protect crime victims from further victimization and help ensure their legal rights are upheld by providing registered victims with timely and accurate information about any changes to the status of their offender. This information enables victims to fully participate in the judicial process while maintaining total anonymity. Effective SAVIN programs, which require broad multi-agency 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.

The primary goal of the SAVIN TTA Program is to provide training and technical assistance to assist state grantees in the implementation, enhancement, and administration of their statewide victim notification systems. BJA is seeking a TTA provider(s) with extensive expertise in: 1) providing proactive, comprehensive, user-friendly technical assistance services; 2) developing uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up; 3) using technical assistance strategies that include developing publications, teleconferencing, peer-to-peer consultations, onsite technical assistance, and ongoing technical assistance by phone, e-mail, and online; and 4) planning and hosting regional training workshops.

Requirements and Deliverables:

The TTA provider(s) will:

- Serve as the primary technical assistance provider for SAVIN grantees, providing technical assistance online, via telephone or e-mail, through onsite assistance, and through peer-to-peer consultations.

- Develop and maintain a SAVIN technical assistance web site to include information produced by the TTA provider, links to state and national resources, and a mechanism for requesting technical assistance and providing feedback.
- Plan and execute three to four regional training workshops for up to 80 participants each, including SAVIN grantees, non-grantees who are planning a statewide victim notification system, federal partners, and other interested national organizations, to provide updates on grantees' efforts to establish a single statewide system and opportunities to network among workshop participants.
- Produce and distribute a bi-monthly e-update on state SAVIN implementation efforts; BJA and partner updates; upcoming training; and summaries of articles and reports about SAVIN systems, victim-focused participation, and technology improvements. Develop and maintain a listserv of key contacts, including SAVIN administrators, interested state contacts, victim advocates, and federal and national partners.
- Assist in the development of a comprehensive model educational curriculum with SAVIN stakeholders, such as correctional institution administrators, victim advocates, and the public.
- Serve as a national resource for SAVIN grantees and non-grantees alike by providing information such as SAVIN standards and guidelines, materials to raise awareness, sample vendor Requests for Proposals (RFP), procedures for data collection, and other state data resources that show outcomes and advocate for the protection of victims.
- Provide analysis/summaries of key information from states' statutes, regulations, and other programmatic functions regarding SAVIN systems.
- Assist grantees in collecting and reporting on required program performance measures.
- Support SAVIN national and federal partners on related projects.
- Develop a strategy and implementation plan for a nationwide capacity to service victims via a single online access point and a single toll-free number.
- Develop, with BJA guidance, a SAVIN Program Brief (to be published by BJA) that includes a program description, the overarching strategy, current and historical performance summaries, success stories, and guidance for states interested in implementing or enhancing a SAVIN program.

Amount and Length of Award

One or more cooperative agreements for a total of up to \$700,000 will be awarded for a project period of 12 months.

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.) 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 of the application.

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
<p>Provide victims an opportunity to be aware of and participate in hearing or administrative processes. by:</p> <p>1. Providing training and technical assistance (TA) to states seeking to implement or enhance statewide automated victim notification programs.</p> <p>2. Providing regional training workshops.</p> <p>3. Developing and maintaining a SAVIN web site to support training and technical assistance.</p>	<ul style="list-style-type: none"> • Percent of completed TA requests that did not require lengthy or ongoing assistance and could be completed in less than 1 hour. • Percent of completed TA requests that required lengthy or ongoing assistance through multiple e-mails, phone calls, or other contacts that took more than 1 hour to complete. • Percent of evaluations which indicate the TA recipient was “satisfied” or “extremely satisfied” with the assistance provided. <ul style="list-style-type: none"> • Percent of evaluations that indicate that regional workshop participants were “satisfied” or “extremely satisfied” with the workshop content. <ul style="list-style-type: none"> • Average initial response time for TA requests submitted via the SAVIN web site. 	<p>During the reporting period:</p> <ul style="list-style-type: none"> • Total number of TA requests. • Number of state agencies receiving TA • Number of completed TA requests that did not require lengthy or ongoing assistance and could be completed in less than 1 hour. • Number of completed TA requests that required lengthy or ongoing assistance through multiple e-mails, phone calls or other contacts that took longer than 1 hour to complete. • Number of completed onsite TA visits. • Number of requesting agencies that completed an evaluation of the quality of service delivery for the onsite visit. • Number of onsite TA visits for which the provider made follow-up contact within 6 months after the visit. • Number of completed peer-to-peer consultations. • Number of requesting agencies that completed an evaluation of the quality of service delivery for the peer-to-peer consultation. • Number of evaluations that indicate the participants were “satisfied” or “extremely satisfied.” • Number of peer-to-peer TA consultations for which the provider made follow-up contact within 6 months after the consultation. • Number of completed requests for information/resources from BJA SAVIN grantees. <p>During the reporting period:</p> <ul style="list-style-type: none"> • Number of regional workshops held. • Number of individuals who participated in the workshops. • Number of participants who completed an evaluation at the conclusion of the workshop. • Number of evaluations that indicate the participants were “satisfied” or “extremely satisfied.” <p>During the reporting period:</p> <ul style="list-style-type: none"> • Number of visits to the SAVIN web site. • Number of new/updated materials posted on the SAVIN web site. • Number of TA requests received via the web site.

		<ul style="list-style-type: none"> • Response time for each TA request received via the web site.
--	--	--

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. 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.

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 formats: Microsoft Word (*.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include Excel files (*.xls). 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 (SAVIN) Program,” and the funding opportunity number is BJA-2009-1945.

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/. 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

at least once per year to maintain an active status. Information about registration procedures can be accessed at 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. 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. 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* (as required).

Selection Criteria

1. Statement of the Problem (10 percent of 100)

Describe a thorough understanding of statewide automated victim notification systems and how targeted TTA will assist state agencies develop effective strategies for planning, implementing, or enhancing their statewide automated victim notification systems.

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

Describe what the applicant proposes to do, including a timeline (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, cost effective, and reasonable (Attachment 2).

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

Identify who will be responsible for performance measurement (see Performance Measures), and how the information will be used to guide the program. Explain how the overall success of the program will be determined, including the impact of efforts on the program’s effectiveness.

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 list 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.

- 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