



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 the offender's status and court events related to their case.

Developing and Enhancing Statewide Automated Victim Information and Notification (SAVIN) Program FY 2008 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

All applications are due by 8:00 p.m. e.t. on January 3, 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.

Grants.Gov number assigned to announcement: BJA-2008-1717

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Developing and Enhancing Statewide Automated Victim Information and Notification (SAVIN) Program CDFA #16.740

Overview of the SAVIN Program

The Statewide Automated Victim Information and Notification (SAVIN) Program (Pub. L. 110--5, emb. secs. 101-104; Pub. L. No. 109-108, 119 Stat. 2290, 2299; 28 U.S.C. 530C(a)(1)) 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 the 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, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) register yourself as an Authorized Organization Representative (AOR), and 3) be authorized as an AOR in your organization. For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will 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 3, 2008.

Eligibility

Applicants are limited to state government agencies authorized to manage the planning and implementation of a SAVIN program. The agency must reference the state legislation designating authority to manage and implement the SAVIN program for its state. If there is no authorizing state legislation, a letter of support for the agency from the Governor 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. Indian tribes also are eligible to receive grant funding for the planning and implementation of an automated victim notification program in their territories.

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 counsel 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 changes to the status of the 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. 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 that can secure funding and contract with private firms to 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:** Planning, policy development and implementation, and alignment of resources that enable states to establish or enhance existing systems, including metrics to measure the effectiveness of the program by victims served, cost effectiveness, and similar measures.

The Bureau of Justice Assistance (BJA) will provide technical assistance to agencies implementing new or enhanced SAVIN programs. SAVIN grantees are required to use the National Information Exchange Model (NIEM) (www.niem.gov), follow associated SAVIN implementation guidelines, and adopt the guidelines as part of their SAVIN program planning. The SAVIN guidelines include requirements 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.)

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 measures the results of their work. Performance measures for this solicitation are as follows:

Program Objectives	Performance Measures	Data Grantee Provides
<p>Provide a notification service to subscribers regarding transactions of the criminal justice system related to specific offenders and offenses.</p> <p>Give victims an opportunity to be aware of and participate in hearing or administrative processes.</p> <p>Create a network for information sharing in the justice community based on open standards, including the U.S. Department of Justice's Global Justice XML Data Model (GJXDM).</p>	<p>Outputs (each state)</p> <ul style="list-style-type: none"> • Number of transaction types. • Number of agencies participating. • Number of subscriber notifications. • Number of subscribers enrolled. <p>Outcomes</p> <ul style="list-style-type: none"> • Percentage of notifications that meet notification time standards (based on state standards). • Percentage of victims of felony cases served by notification systems (based on state standards). 	<p>Data (each state)</p> <ul style="list-style-type: none"> • Number of transaction types. • Total number of agencies participating. • Number of notifications that meet time standards. • Number of subscribers enrolled. • Number of subscribers served by month. • Number of victims served by felony notifications. • Total number of felony victims. • Number of notifications by transaction type: <ul style="list-style-type: none"> ➤ Web portal. ➤ Toll-free number. ➤ Instant victim notification. ➤ Other.

BJA is currently developing enhanced performance measures for the SAVIN Program, and grantees will be notified of any changes.

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**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Please also note: OJP's 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-2008-1717.

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. 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.dunandbradstreet.com. Individuals are exempt from this requirement.

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 may 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/Forms/budget_fillable.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 Descriptions/Résumés, 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 résumés for current staff; and *Letters of Support/Commitment and/or Memoranda of Understanding*. Do not include materials not requested in this attachment; additional material will not be reviewed.

Selection Criteria

1. Statement of the Problem Statement and Project Strategy (10 points)

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 points)

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 points)

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. Provide position descriptions for key positions and résumés for current staff (as Attachment 3).

4. Budget and Staffing (10 points)

Provide a proposed budget that is allowable and reasonable that shows the allocation of the federal funding requested and the agency's match contribution (as Attachment 2).

5. Impact/Outcomes, Evaluation, and Sustainment (20 points)

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 any resources that complement this project, and outline a strategy for continuing the project when the federal grant ends.

Review Process

All applications will be peer reviewed. The BJA Director will then make award recommendations to the Office of Justice Programs' Assistant Attorney General, who will make final determinations.

Additional Requirements

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- 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 or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller *Financial Guide*.

- Suspension or Termination of Funding.

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.