



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

Statewide Automated Victim Information and Notification (SAVIN) Program FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to state, tribal, and local prosecutor's offices; law enforcement agencies; courts, jails, and correctional institutions; and to qualified public or private entities that are authorized either through state legislation or identified through the Governor's office to manage the planning and implementation of a SAVIN program. Federally recognized Indian tribes (as determined by the Secretary of the Interior) are also eligible to receive grant funding for the planning and implementation of an automated victim notification program. In order to apply for SAVIN Program funding, applicant agencies must reference the state legislation designating authority to manage the SAVIN program for their state. If there is no authorizing state legislation, a letter from the Governor or person expressly designated by the Governor, on behalf of the agency supporting the SAVIN program must be attached as part of the application. The letter must designate the applicant as the approved SAVIN program manager on behalf of the state.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 10.) All applications are due by 11:59 p.m. eastern time on March 24, 2011. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657. The BJA Justice Information Center hours of operation

are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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Statewide Automated Victim Information and Notification (SAVIN) Program (CFDA #16.740)

Overview

The Statewide Automated Victim Information and Notification (SAVIN) Program (guided in part by the general principles of 42 USC 10603e) helps protect victims and survivors of crime from further victimization and ensures their rights are secured by providing registered individuals with timely and accurate information about specific changes to the status of their offender who committed crimes against them.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 eastern time on March 24, 2011. Please see the “How to Apply” section, page 10 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on March 24, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on the title page for more information about BJA’s Justice Information Center).

Eligibility

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

SAVIN Program—Specific Information

The SAVIN Program, administered by the Bureau of Justice Assistance (BJA), helps protect victims and survivors of crime from further victimization and ensures their rights are secured by providing registered individuals with timely and accurate information about any important dates and developments relating to the criminal proceedings at issue in their case (e.g., trial dates, times, or changes; probation hearings; inmate relocation; and offender release). This program allows victims and survivors to discretely receive information that can help them make informed decisions about their level of participation in the legal process. Effective SAVIN programs require broad multiagency support, increased victim safety, compliance with legislative requirements, and minimization of costs associated with keeping registered participants informed throughout the criminal justice process.

Key SAVIN components include:

- **Governance:** An authorized statewide agency to oversee the planning and implementation of the SAVIN program. The administering agency should establish a governance process that includes representatives of criminal justice and law enforcement agencies, technology staff, and victim advocates, including direct participation of a cross-section of victims of crime to guide the development and delivery of SAVIN services.

- **Technology:** The use of technology solutions designed to collect, manage, and share critical information to and from victims that provide these services in a timely, confidential and cost effective manner.
- **Program Management:** An organizational structure that will execute the program as directed by the established governance process and will enable the state to establish or expand existing notification capabilities based upon measures of the effectiveness of the program by collecting data on victims and survivors served and cost effectiveness. For example, conducting surveys with victims and survivors to ensure that the system is meeting their needs.

All applicants' proposed use of funds should include strategies that demonstrate how the applicant will build or is building their system to include the key components listed above.

For more information regarding BJA's SAVIN Program and to view the *Planning, Implementing, and Operating Effective Statewide Automated Victim Information and Notification Programs: Guidelines and Standards* (October 2006), go to www.ojp.usdoj.gov/BJA/grant/savin.html.

Automated Victim Notification Systems

Applications are solicited from eligible, state-approved agencies to apply for funding to implement or expand statewide automated victim information and notification system capabilities. Funding may be used to implement a new SAVIN system or to expand the coverage and notification functionality of the current system to include information and notifications related to court events, offenders on community supervision (probation and parole), juvenile cases, protection orders, and related information important to crime victims and survivors. Funding may also be used to facilitate additional system functions or other victim services that improve the availability and quality of the information that is shared to better inform and support victims and survivors of crime.

Successful applicants will:

- Describe the current or planned governance plan for SAVIN management and implementation that addresses the key component regarding governance as stated on page 4 of this solicitation.
- If applicable, provide a detailed description of the current status of the state's SAVIN program to include system functionality and governance.
- Outline specific goals and objectives for how the state plans to use proposed funds to either implement or expand their existing SAVIN program.
- If requesting funds to expand a SAVIN program, the applicant must clearly describe how the expansion builds upon and will be integrated into the current statewide SAVIN system.

Amount and Length of Awards

Applicants may request up to \$1,000,000 in funding and the project period may be up to 24 months. Pending the outcome of the FY 2011 appropriations process anticipated in March 2011, BJA may make as few as no awards and as many as 10 awards this fiscal year under this program.

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

Goals, Objectives, and Deliverables

The goal of the SAVIN Program is to increase public safety and deliver basic victim notification rights. The SAVIN Program increases public safety and improves basic criminal justice decisions by ensuring that victims and survivors are given timely and accurate information that both enhances their ability to protect themselves and ensures they are able to fully participate in the criminal justice process.

BJA works in partnership with the [National Criminal Justice Association](#) and other partners to provide training, technical assistance, and other print and online resources to state agencies that administer SAVIN programs.

Priority Considerations

In FY 2011, BJA will provide priority consideration of applications that propose to:

- Create a statewide automated victim information and notification program where no statewide automated system had previously existed.
- Include crime victims in the governance of the program and review of program operations.
- Conduct regular victim satisfaction surveys to ensure that the system is meeting crime victims' and survivors' needs.
- Expand notification options so that victims can be provided with additional status updates. For example, including notification of offender's efforts to rehabilitate and/or assignments to specialized programs, etc.
- BJA may provide priority consideration to applicants that provide a match (cash or in-kind) as described in the "Match" section of this solicitation on page 7.

Budget Information

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

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

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

Match (cash or in-kind)

A match is not required but recommended to promote program sustainability and partnerships across the state.

Federal funds awarded 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 non-federal portion of the total project costs and how match funds will be used. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 50% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

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

Performance Measures

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

Objective	Performance Measure(s)	Data Grantee Provides
Provide victims an opportunity to be aware of and participate in hearing or administrative processes.	Ratio of notifications to operating costs for enhancement grantees. Percentage of victims and survivors successfully contacted. Percent increase in records updated.	Number of notifications for enhancement grantees. Amount of operating costs for enhancement grantees. Number of victims and survivors successfully contacted. Number of victims and survivors to be contacted. Number of records where victim

		<p>contact information has been improved/validated/updated through a data review process during the current reporting period.</p> <p>Number of records where victim contact information has been improved/validated/updated through a data review process during the current reporting period.</p>
<p>Provide a single statewide notification service to subscribers regarding developments within the criminal justice system related to specific offenders and offenses.</p>	<p>Percent increase in the number of counties that participate in SAVIN.</p> <p>Percent increase in the number of entities that connect to the state's SAVIN program by type:</p> <ul style="list-style-type: none"> • correctional facilities • community corrections • courts • other <p>Number of notifications during the reporting period.</p> <p>Number of subscriber-initiated notifications.</p>	<p>Number of counties in your state that participate in SAVIN.</p> <p>Number of counties implementing SAVIN during the reporting period.</p> <p>Number of correctional facilities newly connected to SAVIN system during current reporting period.</p> <p>Number of correctional facilities connected to SAVIN system during previous reporting period.</p> <p>Number of community corrections newly connected to SAVIN system during current reporting period.</p> <p>Number of community corrections connected to SAVIN system during previous reporting period.</p> <p>Number of courts newly connected to SAVIN system during current reporting period.</p> <p>Number of courts connected to SAVIN system during previous reporting period.</p> <p>Number of other entities newly connected to SAVIN system during current reporting period.</p> <p>Number of other entities connected to SAVIN system during previous reporting period.</p> <p>As of the last day of the reporting period total number of notifications made during the previous six-month reporting period.</p> <p>Number of subscriber-initiated notifications triggered by change in offender status made for the previous six-month period.</p> <p>Number of notifications triggered by change in offender status made for by the previous six-month period.</p> <p>Number of notifications requiring</p>

	<p>Number of notifications triggered by change in offender status.</p> <p>Number of notifications requiring response from personnel (versus automated notifications).</p>	<p>response from personnel (versus automated notifications) for the previous six month reporting period).</p>
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov/.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days. .
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the

applicant organization's AOR. Please note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.740, titled "Statewide Automated Victim Information Notification (SAVIN) Program," and the funding opportunity number is BJA-2011-2875.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

Experiencing Unforeseen Grants.gov Technical Issues

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

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (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.

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

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to

make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include an abstract, program narrative, budget detail worksheet including a budget narrative, project timeline, and the authorizing state legislation designating authority or in the absence of state legislation, a letter from the Governor designating the applicant as the approved SAVIN program manager will neither proceed to peer review nor receive further consideration.

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

For examples of successful FY 2010 applications, go to:
www.ojp.usdoj.gov/BJA/funding/Example_Applications_2010.html.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Abstract

Applicants must provide an abstract that clearly identifies the proposed use of SAVIN funds; the names of the lead applicant and any collaborating agency(ies); a description of the target population; a brief description of how the applicant plans to address the problem; and the amount of federal funding requested. The abstract should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 1 page.

3. Program Narrative

The program narrative must respond to the solicitation (see SAVIN Program—Specific Information on pages 4-5) and the Selection Criteria (1–4) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 10 pages. Please number pages "1 of 10," "2 of 10," etc. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

Further information is available under the Selection Criteria section, page 14.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included. If the grant period is longer than one year, the applicant should ensure that the budget reflects the entire grant period, not just one year.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should 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 cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from

all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

7. Additional Attachments: Project Timeline and State Legislation or Letter from Governor

Attach a Project Timeline (with an estimated start date of October 1, 2011) with each project goal, related objective, activity, expected completion date, and responsible person or organization; and a copy of the authorizing state legislation or a letter from the Governor, or person expressly designated by the Governor, supporting the designation of the applicant as the approved SAVIN program manager. Do not include materials not requested in this attachment; additional material will not be reviewed.

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent of 100)

Describe the specific problem to be addressed by the program, including the population and geographic area to be served. Describe current efforts to meet the needs of timely and accurate victim notifications. Describe how the proposed activity will overcome the problem, and what additional steps can be accomplished with this funding.

2. Project Design and Implementation (40 percent of 100)

Describe the proposed project goal and how it will be accomplished. Explain specifically how each project goal and objective will support or enhance the overall project. Describe how collaboration and information sharing will occur among key stakeholders within and outside of the administering agency, to include information technology staff, state and local corrections, courts, prosecution, victim advocates, and law enforcement where applicable. Attach a timeline that describes each project goal, objective, activity, expected completion date, and responsible person or organization. Applicants must indicate if they have previously received federal grant funding to develop or expand a SAVIN program and if applicable, how the proposed funding will build upon, improve, or support the existing SAVIN program.

3. Capabilities and Competencies (15 percent of 100)

Describe the management/governance structure and organizational capability for program planning and implementation. Identify the staffing, including skills and experience of each position. Provide positions descriptions outlining the roles and responsibilities of key positions and if applicable, resumes for current staff. Note: Attachment of positions descriptions and resumes will not count toward the 10-page program narrative limit.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent of 100)

Provide a brief description of how you will collect the required information on performance measures (see page 7) and how this information will be used. Explain how the overall success of the program will be determined, including the program's impact and effectiveness. Outline a strategy for continuing the program when the federal grant ends.

5. Budget (10 percent of 100)

Provide a proposed budget that is complete, allowable, cost-effective, and clearly tied to the program strategy.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

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

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations

- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Application Checklist

FY 2011 Statewide Automated Victim Information and Notification (SAVIN) Program

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

Eligibility Requirement:

- Applicant is an entity authorized by state legislation or Governor's office to manage the planning and implementation of the SAVIN program.
- The federal amount requested is within the allowable limit(s) of \$1 million.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 12)
- Program Abstract* (see page 12)
- Program Narrative* (see page 12)
- Budget Detail Worksheet* (see page 13)
- Budget Narrative* (see page 13)
- Indirect Cost Rate Agreement (if applicable) (see page 13)
- Tribal Authorizing Resolution (if applicable) (see page 13)
- Additional Attachments (see page 14)
 - Project Timeline*
 - Authorizing state legislation OR letter from Governor*
- Other Standard Forms as applicable (see page 14), including:
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.