

National Identity Theft Victims' Assistance Network (NITVAN II)

***A Cooperative Agreement between the Office for Victims of Crime (OVC) and
Identity Theft Resource Center (ITRC)***

Grant No. 2016-XV-GX-K004

Request for Proposal

I. Program Description

Overview

The Identity Theft Resource Center (ITRC) was competitively selected to lead activities for the National Identity Theft Victims' Assistance Network Expansion Program (NITVAN II) with funding from the U.S. Department of Justice, Office of Justice Programs, and Office for Victims of Crime (OVC). This effort seeks to further develop and expand the NITVAN networks and support systems established nationwide for victim service providers and advocates addressing identity theft and identity theft within the context of cybercrime. For the purposes of this program, cybercrime is defined as the use of an online platform to engage in activities where another individual's personally identifiable information (PII) is targeted or used as a principal tool for financial/personal gain.

NITVAN II will strengthen and increase the outreach and capacity of victim services to better address the rights and needs of victims of identity theft and cybercrime across the nation. The current service provider network will also receive support to address infrastructure, collaboration, and training to better assist victims of identity theft and cybercrime. The program for NITVAN II was developed to build capacity for new and improved policy development, training, and service delivery at the local, state, and regional levels to address the needs of victims of identity theft and/or cybercrime.

Program-Specific Information

OVC funded the original NITVAN program in 2010 to expand the outreach and capacity of victim service programs throughout the Nation to better address the rights and needs of victims of identity theft and cybercrime. Through that technical assistance effort, OVC successfully funded the establishment of collaborative regional, statewide, and community-based coalitions in 10 sites across the Nation, dedicated to improving the response to victims of identity theft and/or cybercrimes. As a result, NITVAN has helped to improve the ability of coalition members to provide direct victim assistance, such as emotional support, practical guidance, and information; and has helped victims find local agencies that offer legal and other types of assistance.

NITVAN II is an expansion of the initial NITVAN effort to add an additional 20 coalitions to the network and to provide training, technical assistance, and policy guidance to programs and coalitions addressing the needs of victims of identity theft, with additional and growing emphasis on identity theft victims of cybercrime. NITVAN previously developed a toolkit and has resource materials readily available on the OVC Training and Technical Assistance (OVC TTAC) website; this expansion program effort will add to that existing toolkit.

Findings from OVC's strategic-planning initiative, *Vision 21: Transforming Victim Services*, noted a profound need to "build and institutionalize capacity through an infusion of technology, training, and innovation to ensure that the field is equipped to meet the demands of the 21st century." The initiative further recognized that victims face seemingly insurmountable hurdles, and notes that, "multiple, complex challenges prevent the victim assistance field from realizing

the common goal of reaching each victim in need of hope and help. New types of crime have emerged and proliferated as a result of changes brought about by technology, globalization, and evolving demographics in our society.” Emerging and new crimes, including online financial fraud, identity theft, cyber-stalking, sexual exploitation, computer hacking, and corporate data breaches, “present extreme challenges in investigating and prosecuting these crimes and providing assistance to these victims.” (Vision 21 Final Report, pages vii and 20.) With the advent of additional ways to use cyberspace to threaten and commit emotional and financial harm, the victim services field needs to work together to address complex challenges by using a collaborative, multidisciplinary approach involving multiple stakeholders. In addition, findings from the Bureau of Justice Statistics report, *Victims of Identity Theft, 2014* (September, 2015), reveal that “an estimated 17.6 million persons, or about 7 percent of U.S. residents aged 16 or older, were victims of at least one incident of identity theft in 2014. Thirty-six percent of victims of multiple types of identity theft with existing account and other fraud reported that the crime was severely distressing.”

II. Entities Eligible to Apply

Applicants are limited to public or private victim serving entities. This includes nonprofit organizations (including American Indian Nation nonprofit organizations), faith-based and community organizations, federally recognized American Indian Nation governments (as determined by the Secretary of the Interior), as well as local and state government entities. Commercial “for-profit” organizations and federal agencies are not eligible to apply. Up to ten (10) entities will be competitively selected. Of the ten (10) selected, at least one will be law enforcement and one will be an American Indian Nation government entity. ITRC will provide a sub-award to the selected entities of up to \$50,000 for a period of twelve months. The anticipated program period is from October 1, 2018 to September 30, 2019.

III. Program Strategy

The goals of this program are to: (1) provide support and guidance to local/community-based, regional or statewide identity theft and/or cybercrime victim assistance programs and coalitions operating in a collaborative network; (2) encourage the expansion and enhancement of existing victim service programs and coalitions to address the rights and needs of these victims; and, (3) offer guidance to victim service programs and coalitions on strengthening current service delivery strategies at the local, regional and state levels to better address the needs of this underserved population.

ITRC, in coordination with OVC, intends to fund sub-awards to establish collaborative coalitions dedicated to improving the response to victims of identity theft and/or cybercrime. Each sub-grantee selected must coordinate the establishment or enhancement of a collaborative local/community-based, regional, or statewide coalition dedicated to improving its members’ assistance and outreach to victims. Sub-grantees must also be committed to receiving training and technical assistance to support coalition efforts.

As a coalition leader, each sub-grantee will work with its members to design and execute a long-term identity theft and/or cybercrime resource support system encompassing training, outreach, and best practices collaboration to improve members’ ability to provide direct victim assistance services. The sub-grantee will manage financial and programmatic reporting requirements and ensure the overall success of the program’s goals.

Each applicant will be asked to clearly define the state or geographic region that their coalition will encompass. “Geographic regions” are defined as the combination of jurisdictions from a

number of states, U.S. territories, and the District of Columbia. OVC and ITRC are looking to ensure geographic diversity.

Some applicants may elect to focus their efforts on a particular group of victims that share common traits such as age, income, or language. Some applicants may elect to focus their efforts on a particular identity theft or cybercrime category such as financial identity theft with online scams and fraud. Electing to focus on a particular victim population or crime type focus is optional.

The overall goal of each coalition is to expand victim service programs to better address the rights and needs of victims of identity theft and/or cybercrime. This goal may be achieved through various means, including but not limited to:

- Community outreach and public awareness campaigns;
- Improved inter-agency infrastructure, coordination, and referrals; and
- Education and training of service professionals within the geographic region.

Success in meeting the overall NITVAN II project goals will be measured in:

- Increased number of entities participating in the coalition as members;
- Increased attendance of members in coalition activities;
- Increased level of collaboration amongst members;
- Increased number of identity theft and/or cybercrime victims served within the geographic region by coalition members or their partners (by type of identity theft/cybercrime);
- Increased types of victim services provided within the geographic region by coalition members or their partners (by type: legal assistance, counseling, remediation, etc.);
- Increased number of advocates, volunteers, and service providers trained to assist identity theft and/or cybercrime victims within the geographic area (by type of trainee);
- Increase in percent of trainees completing evaluations;
- Increase in percent of trainees reporting on evaluations an improved ability to perform their duties; and
- Ability to sustain the coalition beyond the sub-award period.

IV. Program Services and Requirements

ITRC will provide (at no-cost to the sub-grantee): Custom support and assistance packages for each coalition encompassing technical assistance, training, oversight, and strategy guidance. The overall training and support methodology will be based on a needs assessment completed by each coalition that may include dissemination of materials such as train-the-trainer modules, assistance in coalition website content development, communications/outreach development, and the opportunity for sub-grantees to collaborate regarding best practices and ways to overcome obstacles. An introductory teleconference that will discuss a variety of helpful issues including:

- *Subject Matter*—developing a deeper understanding of issues facing victims of identity theft and cybercrime, and how to help meet their needs;
- *Coalition Building*—how to better collaborate to develop and sustain effective partnerships and networks, including identifying and reaching out to potential coalition members and partners;
- *Grant Requirements*—how to meet financial and programmatic requirements, and
- One (1) on-site visit, *as necessary, per the initial needs assessment or implementation and progress challenges experienced*. This may include a private meeting with the sub-grantee entity to provide training, assist in overcoming challenges experienced with coalition activities, and ensure compliance with grant requirements.

Sub-Grantees must be able to:

- Demonstrate the capacity to coordinate a regional or statewide coalition;
- Have the financial resources to pay for program costs before receiving reimbursement;
- Participate in the mandatory introductory webinar/teleconference;
- Host trainers at (a) an on-site training workshop during a coalition gathering and (b) the private visit with the sub-grantee entity, should a visit be deemed necessary;
- Participate in regular teleconferences with ITRC regarding program progress;
- Be responsible for conducting regular coalition meetings;
- Prepare and submit programmatic and financial reports to ITRC;
- Participate in evaluation activities to be conducted by the program evaluator, including collecting applicable data;
- Report award information including the names and total compensation of the five (5) most highly compensated executives of the entity, as consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA)—each sub-grantee must ensure that it has the necessary processes and systems in place to comply with the FFATA reporting requirements;
- Comply with all applicable federal statutes including those concerning non-discrimination, drug abuse, and prohibition against using federal funds to influence or attempt to influence members of Congress; and
- Create and submit a sustainability plan to demonstrate the ability to maintain an effective coalition beyond the grant period.

V. Application and Submission Information

The Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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 sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

Applicants are required to register with the System for Award Management (SAM), <https://www.sam.gov/>. SAM is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Registration will be verified during the review process.

Application sections include:

- A) Organizational Profile
- B) Program Narrative
 - Abstract
 - Problem Statement/Statement of Need
 - Project Strategy/Design
 - Organizational Capacity
 - Sustainability
- C) Budget Detail & Budget Narrative
- D) Assurances and Submission

If applicants fail to submit all of the specified elements (refer to the checklist at the end of the application), it may negatively affect the review of their application. Applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include all of the specified elements, will neither proceed to peer review nor receive further consideration.

Submission Process

Applicants will submit their applications using a secure link via DropBox. This link will be provided to each applicant once written confirmation (via email) of the intent to submit the RFP is received by the Grant Manager, Sarah Goelz, sarah@idtheftcenter.org. The deadline to submit the RFP and all supporting documentation is May 31, 2018.

Review Process

An initial review will be done to verify an applicant's SAM registration, DUNS number, and to ensure all sections are complete with required documentation. Should any application section be incomplete or not include the corresponding documentation, it will not proceed to peer review. If the submitted DUNS number/SAM registration cannot be verified, the applicant will be contacted for additional information. If the applicant entity does not respond within 3 calendar days, it will not proceed to peer review.

The peer review and scoring will be conducted by the NITVAN Peer Review Committee. This committee will make final recommendations to OVC. OVC will make the final selections and notify ITRC accordingly. Applicants will be notified by ITRC of award/denial in September 2018.

Acceptance Process

ITRC will require sub-grantees to sign an award agreement before engaging in grant activities. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

VI. Application

A. Organizational Profile

- Is this an existing coalition or would funding support the creation of a new coalition?
- Name of Entity:
- Entity Address:
- City:
- State:
- Zip:
- DUNS Number:
- Name of Contact Person Authorized to Sign for this Entity:
- Contact's Title:
- Contact's E-mail:
- Contact's Phone:
- Nature of Organization:
 - Systems-based (Government Entity)
 - Non-systems-based: (Community-based, Educational Institution, Faith-based)
- If a nonprofit organization, please list:
 - Federal Tax ID Number
 - Executive Director or Chief Operating Officer
- Current Baseline Data: This data is needed to evaluate the outcomes of the project. Applicants will not be penalized in any way by their responses to the following baseline data questions. If starting a new coalition, you should use "0" in these fields.

If you are an existing coalition, provide the following additional information:

- Coalition's Geographic Region:
- Current number of entities participating in the coalition:
- Over the past three coalition meetings, what is your cumulative (total) number of attendees?
- Number of identity theft victims served within the geographic region by coalition members or their partners (by type of identity theft) over the past 12 months.
 - Criminal
 - Financial
 - Medical
 - Employment
 - Domestic Violence
 - Elder
 - Child
 - Public Benefit Fraud
 - Other
- Types of services provided, within the geographic region, by coalition members or their partners (by type: legal assistance, counseling, etc.) during the past 12 months.
 - Current number of advocates, volunteers, and service providers trained to assist identity theft victims within the geographic area (by type: advocate, volunteer, service provider) over the past 12 months.
 - Current percent of trainees completing learning goal/outcome-based evaluations (not including satisfaction evaluations) over the past 12 months
 - Please report any barriers to providing answers to the baseline data questions above.

B. Program Narrative

Abstract (5 points)

Provide a short summary, also known as an abstract, which succinctly describes your project. This summary should encapsulate the key points of the subsequent sections: *Problem Statement/Statement of Need, Project Strategy/Design, Organizational Capacity, and Sustainability.*

Problem Statement/Statement of Need (10 points)

Describe the need. What gaps exist for serving victims of identity theft in the geographic region the coalition will cover? How would a coalition help in responding to these gaps/problems?

Clearly identify and describe the geographic region this coalition will cover. "Geographic regions" are defined as the combination of jurisdictions from a number of states, U.S. territories, and the District of Columbia, or a large set of jurisdictions within or between states or U.S. territories.

Do agencies in this region already collaborate on other matters? Explain why it makes sense for a coalition to be developed or enhanced across this particular area.

Provide data, where possible, regarding the need for an identity theft coalition in this area. Examples of data include: victimization rate statistics, court cases, client caseloads, current absence of victim services, current lack of coordination, and other indicators.

Program Strategy/Design (30 points)

Focusing on particular victim populations or identity theft crime types is optional. Will your coalition elect to focus on any particular identity theft victim population (child victims, elder victims, Native American victims, etc.) or a particular identity theft crime type (medical identity theft, criminal, etc.)? Alternatively, indicate here if your coalition will focus on all identity theft populations and crime types.

How will you coordinate your coalition? How will members of the coalition interact? How is the enhancement or creation of the coalition going to achieve the program's ultimate goal of improving service to victims of identity theft and/or cybercrime?

Submit a Time-Task Plan that covers the 1 year period of the award. List program goals, activities and outputs by month. The plan will demonstrate coordination and integration of goals and objectives across this initiative. The Time-Task Plan must show:

- Project goals.
- Related objectives and activities. These should be realistic; they should reflect the 12 month project period, available staff, and funding.
- The key staff responsible for completing each task.

Organizational Capacity (20 points)

Describe how your entity possesses the programmatic and financial capacity to ensure the project's success and manage the project funds. As the lead agency, how will you staff the initiative? Describe key project staff (if identified) and their unique qualifications to perform their assigned tasks.

What prior experience does your entity and/or project staff have with identity theft? What prior experience does your entity and/or project staff have with coalitions, networks, or collaborative

efforts? What prior experience does your entity and/or project staff have with grant management? Provide position descriptions and resumes for all key positions. Resumes should be tailored to demonstrate relevant qualifications of staff involved in the project.

List the representatives and/or organizations that you have invited or will invite to participate in your coalition. Indicate which of these organizations have agreed to be a partner or coalition member. Applicants must include, for each named partner, an MOU, Letter of Intent, or subcontract that confirms the partner's agreement to provide the service and describes the cost agreement between the agencies. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application. MOUs and Letters of Intent must include the following:

- I. Names of the organizations involved in the agreement;
- II. Scope of the direct service(s) and other work to be performed under the agreement;
- III. Duration of the agreement;
- IV. Estimated cost of actual services provided—fee-for-service, in-kind match, or no-cost; and

Sustainability (20 points)

Describe how you will maintain and sustain the coalition beyond the grant period. How will you support program resources and personnel after funding has ended? Will you be able to commit any future funds towards continuing activities after year one and sustaining the coalition?

C. Budget Detail & Budget Narrative (15 points)

Allowable and Unallowable Costs

All determinations regarding allowable and unallowable costs shall be governed by this *Request for Proposal (RFP)*, the *Sub-grantee Agreement*, and the Office of Justice Programs (OJP) *DOJ Grants Financial Guide* (see https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Examples of costs which are unallowable under the OJP *Financial Guide* include:

- Lobbying
- Alcoholic beverages
- Religious activities
- Capital improvements to buildings rented or owned
- Perpetrator services
- Relocation expenses
- Credit card fees, late payments, and finance fees
- Other costs unrelated to the planned project

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and the budget is approved, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award. Any pre-agreement costs incurred will not be reimbursed.

Indirect Cost Rates

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application.

In order to use the “de minimis” indirect rate, attach a written statement to the application that advises on both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

Budget Detail Worksheet

It is expected that proposed budgets will be complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities). A template for the budget detail worksheet will be provided to applicants with the submission link. Applicants that submit their budget in a different format must include the budget categories listed in the template.

Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet.

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

D. Standard Assurances, Certifications, and Supplemental Attachments

Please review the following Standard Assurances and Certifications:

- [*Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters*](#)
- [*Drug-Free Workplace Requirements*](#)
- [*Lobbying Disclosure Act*](#)
- [*Privacy Certificate Guidelines and Confidentiality Requirements*](#)
- [*Standard Assurances*](#)
- [*Federal Funding Accountability and Transparency Act of 2006 \(FFATA\) Reporting Information*](#)

Supplemental Attachments

2. [Accounting System and Financial Capability Questionnaire](#): In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, all applicants (other than an individual) are to download, complete, and submit this form.
3. [Disclosure of Lobbying Activities](#) (SF-LLL): Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

This document was produced by the Identity Theft Resource Center, under award # 2016-XV-GX-K004, awarded by the Office for Victims of Crime, Office of Justice Programs, and U.S. Department of Justice. The content of this document is a modification of the original, produced by the Maryland Crime Victims' Resource Center, Inc. under award #2010-VF-GX-K030. The opinions, findings, and conclusions or recommendations expressed in this document are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Submission Checklist

- Organizational Profile

- Program Narrative
 - Abstract
 - Problem Statement
 - Project Strategy/Design
 - Time/Task Plan
 - Organizational Capacity
 - Key Personnel Resumes and Position Descriptions
 - Memoranda of Understanding (MOU), Letters of Intent (LOI)
 - Sustainability

- Budget
 - Budget Detail Worksheet
 - Budget Narrative
 - Federally Approved Indirect Cost Rate Agreement/“De Minimis” Indirect Rate Eligibility and Election Statement

- Standard Assurances, Certifications and Additional Attachments
 - Accounting System and Financial Capability Questionnaire
 - Disclosure of Lobbying Activities

- Request for Proposal Submission Acknowledgement

National Identity Theft Victims' Assistance Network (NITVAN II)

Grant No. 2016-XV-GX-K004

Request for Proposal Submission Acknowledgement

By submitting this Request for Proposal, I—the legally authorized representative—am hereby certifying that the information provided in this application is accurate and truthful to the best of my knowledge. I have read the required documentation as outlined in the application. The applicant understands the continuing requirements—as outlined by this RFP—if selected, as a sub-recipient for the grant entitled: “FY 16 Vision 21: National Identity Theft Victims Assistance Network Expansion-NITVAN II.”

Print Name:

Signature:

Date:

This document was produced by the Identity Theft Resource Center, under award # 2016-XV-GX-K004, awarded by the Office for Victims of Crime, Office of Justice Programs, and U.S. Department of Justice. The content of this document is a modification of the original, produced by the Maryland Crime Victims' Resource Center, Inc. under award #2010-VF-GX-K030. The opinions, findings, and conclusions or recommendations expressed in this document are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.