



**N I T V A N**  
 NATIONAL IDENTITY THEFT  
 VICTIMS ASSISTANCE NETWORK

**NATIONAL IDENTITY THEFT VICTIM ASSISTANCE NETWORK EXPANSION PROGRAM (NITVAN II)  
 REQUEST FOR PROPOSAL (RFP) RUBRIC  
 100 POINTS TOTAL**

**1. Abstract – 5 Points Possible**

Provide a short summary, concisely describing your project. This summary should capture the key points of the following sections: Problem Statement, Project Strategy/Design, Organizational Capacity, and Sustainability.

<b>Marginal</b> (lacks sufficient information; requires clarification or additional information)	<b>Adequate</b> (clear and complete)	<b>Exemplary</b> (well-conceived and thoroughly developed)
<b>Points: 0-1</b>	<b>Points: 2-3</b>	<b>Points: 4-5</b>
<ul style="list-style-type: none"> <li>• Abstract does not summarize project. Vague or unrelated details are included.</li> <li>• The abstract’s description of the project is not consistent with the purpose of the grant and grant criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• The overall project as summarized is consistent with the primary purpose of the grant: to coordinate the establishment or enhancement of a collaborative regional, statewide, or community-based coalition dedicated to improving the community’s response to victims of identity theft.</li> </ul>	<ul style="list-style-type: none"> <li>• Abstract summarizes the project, touching on each of the following: the problem, the project design, the organizational capacity and the sustainability plan. Abstract clearly describes the central, major activities of the proposed project, summarizing plans to work with coalition members to create, enhance, and deliver identity theft victim assistance training and outreach.</li> <li>• Abstract describes an innovative, compelling project.</li> </ul>

## 2. Problem Statement/Statement of Need – 10 Points Possible

Describe the need. Clearly identify and describe the geographic region this coalition will cover. Do agencies in this region already collaborate on other matters?

What gaps exist for serving victims of identity theft and cyber-crime? What gaps exist for supporting service providers in this geographic region? How would a coalition help in responding to these gaps/problems? Explain why it makes sense for the coalition to be developed or enhanced across this particular area. Provide data where possible regarding the need for an identity theft and cyber-crime coalition in this area. Examples of data include: victimization rate statistics, court cases, client caseloads, current absence of victim services, current lack of coordination, etc.

<p><b>Marginal</b> (lacks sufficient information; requires clarification or additional information)</p>	<p><b>Adequate</b> (clear and complete)</p>	<p><b>Exemplary</b> (well-conceived and thoroughly developed)</p>
<p><b>Points: 0-4</b></p>	<p><b>Points: 5-7</b></p>	<p><b>Points: 8-10</b></p>
<ul style="list-style-type: none"> <li>• Data on the gaps which exist for serving victims of ID theft in the region has not been included.</li> <li>• The needs identified are not related or are tangential to the purpose of the grant.</li> <li>• The geographic area the coalition will cover is not identified.</li> <li>• The geographic area the coalition covers is not described in adequate detail to explain why it makes sense for the coalition to be developed or enhanced across this particular area.</li> </ul>	<ul style="list-style-type: none"> <li>• Data is provided on the gaps that exist in serving ID theft victims and the overall scope of the problem both in the region and nationally.</li> <li>• Identified needs are related to the purpose of the grant.</li> <li>• The geographic region the coalition covers is specified and described in adequate detail to explain why it makes sense for the coalition to be developed or enhanced across this particular area.</li> <li>• Applicant describes how a coalition would help in responding to the identified gaps/problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets all criteria for <i>Adequate</i>.</li> <li>• There is evidence of an informal or formal needs assessment and documentation of identified needs. If there are gaps in data, the applicant explains the difficulties in collecting data.</li> <li>• The applicant makes a strong case for why this particular region needs enhanced collaboration on the issue of identity theft.</li> </ul>

### 3. Project Strategy/Design – 30 Points Possible

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 project’s ultimate goal of improving service to victims of identity theft and cybercrime?

Projected activities should be realistic; they should reflect the 12 month project period, available staff, and funding. List project goals, activities and outputs by month.

List the representatives and/or organizations that you have invited or will invite to participate in your coalition. Indicate which of these organizations have submitted to you Memoranda of Understandings (MOUs) or Letters of Intent (LOIs) to participate. These are to be included with your proposal.

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

<p><b>Marginal</b> (lacks sufficient information; requires clarification or additional information)</p>	<p><b>Adequate</b> (clear and complete)</p>	<p><b>Exemplary</b> (well-conceived and thoroughly developed)</p>
<p><b>Points: 0-15</b></p>	<p><b>Points: 16-24</b></p>	<p><b>Points: 25-30</b></p>
<ul style="list-style-type: none"> <li>• Description of planned activities is vague.</li> <li>• Major objectives are not consistent with the purpose of the grant and grant criteria.</li> <li>• Identified activities are not tied to accomplishing objectives.</li> <li>• The proposed activities do not work in a consistent way to meet the stated goals and objectives.</li> <li>• A list of invitees/coalition member agencies is missing.</li> <li>• There is no evidence of a collaborative partnership with another agency or organization.</li> <li>• Project description reflects direct service work rather than activities towards broader level, systems change.</li> <li>• Goals focus on enhancing criminal prevention/ apprehension, doesn't focus on improving the region's response to victims.</li> </ul>	<ul style="list-style-type: none"> <li>• The plan of operation includes projects addressing the needs in the region per the statement of need.</li> <li>• Major objectives are important, attainable, and consistent with the purpose of the grant and grant criteria.</li> <li>• Identified activities are integral to the accomplishment of the plan's objectives.</li> <li>• A list of invitees/coalition member agencies is included.</li> <li>• Applicant clearly indicates the population or crime type focus of the coalition.</li> <li>• Applicant has described how the coalition will be coordinated and interact.</li> <li>• Proposed activities are realistic and achievable within the grant timeframe.</li> <li>• The proposal specifically describes the activities the applicant will provide under the grant and the services that the coalition members and community collaborative partners will provide.</li> <li>• The proposal details strategies and activities to involve and engage other community partners in the activities of the multidisciplinary coalition.</li> <li>• The proposal describes the coordination of the coalition between the entity receiving funding and other organizations and agencies in the region.</li> <li>• Applicant has listed goals, activities and outputs by month.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets all criteria for <i>Adequate</i>.</li> <li>• Coalition activities proposed are clearly designed to meet the needs identified in the statement of need. The link is described.</li> <li>• Proposed activities will effect systems-level change; ultimately, the planned activities of the coalition will help remove barriers identity theft victims face.</li> <li>• A list of invitees/coalition member agencies is included and the applicant has indicated which have submitted MOUs or Letters of Intent.</li> <li>• Applicant understands the key players in the region that should be invited to an identity theft coalition.</li> <li>• Applicant has done a significant amount of preparation to invite members or cultivate key partners.</li> <li>• The members invited or participating represent diverse professional backgrounds. The coalition's aim is to be a multidisciplinary coalition with various types of entities involved.</li> </ul>

#### 4. Organizational Capacity – 20 Points Possible

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 project staff have with identity theft and cybercrime? What prior experience does your entity and project staff have with coalitions, networks, or collaborative efforts? What prior experience does your entity have with grant management?

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<p><b>Points: 0-12</b></p>	<p><b>Points: 13-16</b></p>	<p><b>Points: 17-20</b></p>
<ul style="list-style-type: none"> <li>• The proposal does not address the applicant’s previous successful grant completion or grant management.</li> <li>• The proposal describes no coordination or planned coordination with other agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposal contains a clear description of how activities are coordinated.</li> <li>• Evidence is provided regarding previous success of the applicant in grant completion and management.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets all criteria for <i>Adequate</i>.</li> <li>• The proposal provides compelling evidence for the achievement of grant objectives.</li> <li>• The applicant demonstrated previous experience with identity theft.</li> <li>• The applicant has previous experience working in a collaborative manner in various partnerships, task forces, coalitions, or similar collaborative situations in the region.</li> </ul>

#### 5. Sustainability – 20 Points Possible

Describe how you will maintain and sustain the coalition beyond the grant period. How will you support project resources and personnel after funding has ended? Will you be able to commit to sustain the coalition?

<p><b>Marginal</b> (lacks sufficient information; requires clarification or additional information)</p>	<p><b>Adequate</b> (clear and complete)</p>	<p><b>Exemplary</b> (well-conceived and thoroughly developed)</p>
<p><b>Points: 0-12</b></p>	<p><b>Points: 13-16</b></p>	<p><b>Points: 17-20</b></p>
<ul style="list-style-type: none"> <li>• There is no compelling evidence that the applicant plans to sustain the coalition beyond the grant period.</li> <li>• There is no compelling evidence that the applicant will be able to sustain the coalition beyond the grant period.</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant genuinely appears to be committed to sustaining the coalition beyond the grant period.</li> <li>• There is evidence that the applicant has the capacity and plans in place to sustain and continue to build the coalition beyond the grant period.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets all criteria for <i>Adequate</i>.</li> <li>• The applicant has described the specific ways the coalition may be sustained.</li> <li>• The applicant demonstrates a deep understanding of sustainability through previous success in continuing commitments and goals.</li> <li>• The applicant describes plans to conduct a strategic plan and involve coalition members in the goal of sustaining the coalition.</li> </ul>

## 6. Budget and Budget Narrative – 15 Points Possible

You will be asked to provide justification and explanation for each calculated budget line item. Justifications must relate to the project tasks identified in the project narrative and calculations must be fully explained.

All determinations about allowable and unallowable costs shall be governed by this Request for Proposals, the Award Contract, and the Office of Justice Programs Financial Guide: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Examples of unallowable costs 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

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<b>Points: 0-7</b>	<b>Points: 8-11</b>	<b>Points: 12-15</b>
<ul style="list-style-type: none"> <li>• Expenditures are not tied to the activities, goals and objectives described in the application narrative.</li> <li>• The budget justifications do not include detailed computations to show how the applicant arrived at budget line amounts.</li> <li>• Line items reflecting staff time appear too low to accomplish the objectives of the grant.</li> <li>• Line items reflecting staff time appear excessive in proportion to the other line items and/or line items that would be essential to the goals of the narrative (materials for outreach for example) are missing.</li> </ul>	<ul style="list-style-type: none"> <li>• The budget uses program funds effectively to meet proposed objectives.</li> <li>• The budget is consistent with the various parts of the proposal. Expenditures are tied to activities which reflect objectives that are directly related to the identified needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets all criteria for <i>Adequate</i>.</li> <li>• The budget justification sections detail amounts/formulas used to arrive at total figures.</li> <li>• The budget justification describes the direct and in-kind financial support that the applicant and the collaborative partners will provide to support the project's goals and objectives. For example, if salary is not requested, the applicant explains how the coordinator's salary will be paid in-kind through the agency or other organizations involved.</li> </ul>

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