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The U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime is pleased to announce that it is seeking applications for funding the Training and Technical Assistance for Children's Justice Act grant program. This program furthers the Department's mission by enhancing the capability of victim service providers to better respond to the needs and rights of all crime victims.

## **Training and Technical Assistance for Children's Justice Act (CJA) Partnerships for Indian Grant Program**

### **Eligibility**

See "Eligibility," page 4.

### **Deadline**

All applications are due by 6:00 p.m. Eastern Time on April 6, 2009. Registration with Grants.gov is required prior to application submission. (See "Deadline: Registration," page 3)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Renee Williams at 202-616-3218 or [Renee.Williams@usdoj.gov](mailto:Renee.Williams@usdoj.gov).

This application must be submitted through [www.grants.gov](http://www.grants.gov). For technical assistance with submitting the application, call Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to [support@grants.gov](mailto:support@grants.gov). **Note:** The Grants.gov Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

Grants.gov number assigned to announcement: OVC-2009-2065

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# Training and Technical Assistance for Children's Justice Act (CJA) Partnerships for Indian Grant Program 16.583

## Overview

The purpose of this \$500,000 award is to support the award recipients of the FY2009 Children's Justice Act Partnerships for Indian Communities grant program. The Children's Justice Act (CJA) Partnerships for Indian Communities Discretionary Grant Program (section 1402(g) of the Victim Compensation and Assistance Act, 42 U.S.C. 10601(g)) supports demonstration projects in Indian communities for the purpose of improving the investigation, prosecution, and handling of child abuse cases, especially cases of child sexual abuse, in a manner that increases support for and lessens trauma to child abuse victims. This effort is designed to ensure that these demonstration projects provide the training and technical assistance necessary to implement comprehensive programs.

The recipient of this award will provide hands-on training and technical assistance that is culturally relevant to American Indian and Alaska Native grantees who have received funding through the FY09 CJA Partnerships for Indian Communities Discretionary Grant Program.

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords**. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with Grants.gov's Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is Monday, April 6, 2009 by 6:00 p.m. Eastern Time.

Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or if it has been rejected, and why.

**Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the applicant, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its website; (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 are posted on the OJP funding web page, [www.ojp.gov/funding/solicitations.htm](http://www.ojp.gov/funding/solicitations.htm).

## Eligibility

Eligible applicants are non-profit organizations, including Faith-Based and Community Organizations, that can provide hands-on training and technical assistance that is culturally relevant to American Indian and Alaskan Native (AI/AN) grantees. This applicant must have the demonstrated ability to provide culturally relevant training and technical assistance to tribes and tribal communities. This organization must have expert knowledge of the issues surrounding the investigation, prosecution and case management of child abuse and sexual abuse in Indian Country. The training will focus on strategies that minimize the trauma suffered by child victims and maximize the opportunity to provide assistance and services needed to support the child's recovery.

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

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

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the OCR link referenced in the [Other requirements.htm](#), included under "Additional Requirements" in this announcement.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:**

Applicants are limited to for-profit (commercial) organizations, non-profit organizations, faith-based and community organization, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

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 counsel 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.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## **Program-Specific Information**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. The period of award is 12 months and OVC anticipates making 1 award for \$500K.

**Background:** The Children's Justice Act (CJA) Partnerships for Indian Communities Discretionary Grant Program (section 1402 (g) of the Victim Compensation and Assistance Act, 42 U.S.C. 10601 (g)) supports demonstration projects in Indian communities for the purpose of improving the investigation, prosecution, and handling of child abuse cases, especially cases of sexual child abuse, in a manner that increases support for and lessens trauma to child abuse victims. This effort is designed to ensure that these demonstration projects provide the training and technical assistance (T&TA) necessary to implement comprehensive programs.

Child abuse cases on Indian reservations may be investigated by tribal police, the Federal Bureau of Investigation, state and local authorities, and/or Bureau of Indian Affairs criminal investigators, and may be prosecuted in federal, state, and/or tribal courts. Formal protocols may or may not exist between agencies, and in instances where they do exist, they may be fragmented or fail to incorporate a multidisciplinary approach for responding to child abuse, particularly child sexual abuse. Due to these variations in resources and services, T&TA support is vital for CJA projects to achieve their stated goals and objectives.

**Program Goal:** To provide FY09 CJA grantees with hands-on T&TA that is culturally relevant. This training should be designed to enhance their ability to improve the investigation, prosecution, and handling of child abuse cases, especially cases of child sexual abuse, in a manner that increases support for and lessens trauma to child abuse victims. Through an in-depth analysis of emerging issues, OVC has identified the practical, psychological, physiological, and technical needs of crime victims. This T&TA provider will use their expert knowledge to assist CJA grantees with developing comprehensive solutions in each program area – investigation, prosecution, and case management.

**Purpose:** To provide hands-on T&TA that is culturally relevant to American Indian and Alaska Native grantees who have received funding through the FY09 CJA Partnerships for Indian Communities Discretionary Grant Program.

**Program Strategy:** This project will provide the T&TA required for tribes to develop a multidisciplinary approach to investigating, prosecuting, and managing child abuse and child sexual abuse cases. The training and technical assistance will focus on strategies that minimize the trauma suffered by child victims and maximize the opportunity to provide assistance and services needed to support the child’s recovery. The following is a graphical depiction of the emerging issues and possible solutions that will be enhanced by the T&TA provider:

### Emerging Issues

	Practical	Physiological	Psychological	Technical
<b>Investigation</b>	Collaborative among Tribal, Federal and State Governments; proper interviewing skills; collateral working agreement; report writing.	Lack of support for disabled persons; medical assessment	Specialized skills to work with child victims.	Security of evidence; delay in lab processing; lack of equipment; conducting interviews; wireless
<b>Prosecution</b>	Case preparation,	Difficulty collecting	Lack of mental health support	Evidence collection

	jurisdictional issues, prosecutorial delays & declination; understanding child development.	evidence, lack of trauma focused responses; medical providers.		
<b>Case Management</b>	Child Safety, Family Support, Cultural Resources, Advocacy; transportation; legal representation; training.	Inappropriate treatment responses.	Victim Interventions; lack of traditional responses.	Lack of data tracking systems, Victim notification; record management system.

Coordination of all entities at the tribal, federal, and state levels involved in child abuse cases will be addressed, as well as new innovative approaches to accomplishing systemic change. The improvements are expected to become an ongoing part of the tribal response to child abuse.

**Specific Tasks** to be performed by the grantee:

1. Establish and foster communications with all FY09 CJA grantees. This communication must include at least one site visit to conduct a thorough assessment of the grantee's T&TA needs and a review of its grant application.
2. Develop a comprehensive training and technical assistance strategy for each grantee. The training plan should include information on the types of training or technical assistance to be provided, the location where the assistance will be provided, the staff and consultants being used, anticipated attendance, why a particular mode of training or technical assistance was selected, the estimated cost of the training, the method for assessing the effectiveness of the training, the time period during which the training and/or technical assistance is to be provided, and a plan for responding to requests for followup training and technical assistance. Although the Office for Victims of Crime (OVC) encourages the maximum use of Internet, fax, and telephone communication capabilities, these are not to serve as the only method of providing T&TA.
3. Include in the application a written assessment/recommendation for TA of each onsite visit.
4. Provide OVC activity reports of each event conducted.
5. Provide strategies for grantees to utilize a multidisciplinary approach to promote partnerships and victim services delivery.
6. Provide onsite individualized training, regional training sessions, cluster meetings, and telephonic technical assistance to enable grantees to improve the handling of child abuse cases.
7. Conduct bi-monthly webinars or teleconferences on topics identified through the needs assessment.

8. Assist grantees in developing protocols, manuals, curricula, and other victim-related materials that will help improve the investigation, prosecution, and treatment of child abuse and child sexual abuse cases.
9. Identify and collect exemplary program materials to be disseminated among CJA grantees, such as tribal codes, training manuals and agendas, memoranda of understanding (MOUs), and child protection team (CPT) and multidisciplinary team (MDT) policies and procedures.
10. Establish and utilize an Advisory Board consisting of multi-disciplines to ensure the future needs/considerations of tribal crime victims are being met.
11. Maintain an accurate and updated Web site and listserv.
12. Develop an Excel spreadsheet that accounts for the number and percent increase in prescribed performance objectives of grantees and utilize data to develop an annual report that evaluates the effectiveness of the program.
13. Develop uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation and followup.

It is important that the T&TA provider develop and prioritize training plans that maximize available resources. The T&TA provider can assume that the CJA grantees have available funds for travel, lodging, and per diem expenses for the post-awards conference. Project costs should cover the development and printing of materials needed to implement the training, and cover travel and per diem expenses for staff and consultants.

The T&TA provider will continue working with OVC staff to develop and present workshops at the annual state CJA Grantees Meeting, annual NICWA Conference, the National Indian Nations Conference, and other OVC-sponsored conferences.

**General guidance on funding information for each particular announcement** (for example: Funding under this competitive grant announcement is contingent on the availability and amount of FY 2008 funding available, and is subject to any additional restrictions imposed by Congress.)

**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% 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 <http://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. 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 undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

**Match Requirement:** There is no match requirement for this award.



## Performance Measures

Program Goals/Objectives	Performance Measures	Data Grantee Provides
<p>To provide FY08 CJA grantees hands-on training and technical assistance that is culturally relevant. This training and technical assistance should be designed to enhance their ability to improve the investigation, prosecution, and handling of child abuse cases, especially cases of child sexual abuse, in a manner that increases support for and lessens trauma to child abuse victims.</p>	<p>Percent increase in the number of culturally relevant skills-building training and technical assistance events to American Indian and Alaska Native grantees who have received funding through the CJA Partnerships for Indian Communities Discretionary Program.</p> <p>Percent increase in the number of child protection team and multidisciplinary team members and other professionals trained in child abuse issues.</p>	<p>The number of culturally relevant skills-building training and technical assistance events to American Indian and Alaska Native grantees who have received funding through the CJA Partnerships for Indian Communities Discretionary Program.</p> <p>The number of child protection team and multidisciplinary team members and other professionals trained in child abuse issues.</p> <p>The number and type of educational products disseminated.</p>

## How to Apply

DOJ participates in Grants.gov—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](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday–Friday from 7:00 a.m. to 9:00 p.m. e. t.

**Funding Opportunities with Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and

manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97-2003 Document (\*.doc)" format. Additionally, 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 16.583; it is titled "Children's Justice Act Partnerships for Indian Communities"; and the funding opportunity number is OVC-2009-2065.

**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 <http://www.dnb.com>. Individuals are exempt from this requirement.

## What an Application Must Include

1. **Application for Federal Assistance (SF-424):** The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that are to be completed. This form is included in the Grant Application Package and Application Instructions you will download at [www.grants.gov/](http://www.grants.gov/).
2. **Assurances for Non-Construction Programs (SF-424B)**
3. **Disclosure of Lobbying Activities (SF-LLL)**
4. **Project Narrative.** The project narrative should not exceed **25 double-spaced pages** and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. The **minimum** requirement for each section is described below.
  - a. **Project Abstract:** The application should include a brief, one-page summary that describes the purpose of the project, goals, and objectives, methods, and outcomes.
  - b. **Statement of the Problem:** The problem statement must describe:
    - i. The emerging issues surrounding investigation, prosecution and case management in Indian Country;
    - ii. The practical, physiological, psychological and technological needs of child abuse victims; and
    - iii. The challenges tribal communities face in addressing these needs and receiving effective training and technical assistance.

- c. Project Goals and Objectives:** The grantee must identify the specific goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished and correlate directly to the program areas being improved: investigation, prosecution and case management. The objectives should describe the steps necessary to reach the goals, how the goals will be accomplished and what methodology will be used to collect the data and measure the outcome.
- d. Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. This strategy must incorporate the methodology for conducting the needs assessment for each grantee and identify a tailored plan of delivering training and technical assistance. This section should address **how** the “**Specific Tasks**” will be accomplished. In addition, the implementation plan must include the following:

  - i. Interim deliverables
  - ii. Project list of major events
  - iii. Timeline for onsite assessment and service delivery
  - iv. Identify staff responsibility for each activity
  - v. Methodology for evaluating each grantee: pre- and post-award
- e. Organizational Capability and Project Management:** The grantee must provide a discussion of the organization’s capacity to develop and deliver comprehensive T&TA program. Information should be included on the organization’s mission, current projects that will support that program, and past projects that are related to the current efforts. The project management section should discuss the staffing needs, project administration, financial management, and the line of authority for the project. Staff roles and responsibilities should be summarized in this section. Job descriptions and copies of resumes for the proposed key staff positions should be included. **The budget for salary and fringe benefits for all staff on this project should not exceed 35 percent of the federal award request.**
- f. Plan for Measuring Progress and Outcome:** The grantee must include a plan for assessing the project’s effectiveness and evaluating the impact of the project in improving the investigation, prosecution and case management of child abuse and child sexual abuse cases in Indian Country. The grantee should conduct a pre-/post-assessment and describe the criteria and units of measurement that will be used. The evaluation should include the number of individuals trained, a list of training participants, any new capacity or improved response to victims resulting from the training, the number and type of agencies that requested to attend the training, the number and type of products disseminated, user-satisfaction data, the target audience, and the benefit to the field. Copies of all evaluation forms should be scanned and submitted with the activity report for each training that is conducted.
- g. Budget Detail Worksheet w/Narrative:** (including budget worksheet and budget narrative). The grantee must provide a detailed budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities, and accurately reflects how grant funds will be used to promote

the improved handling, investigation, and prosecution of child sexual abuse cases, (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, and (3) provides a supporting budget narrative that links costs with project implementation. (See below for more about the budget narrative.) **The budget for salary and fringe benefits for all staff on this project should not exceed 35 percent of the federal award request.**

The grantee must submit both a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities. A sample Budget Detail Worksheet form that can be used as a guide to assist you in the preparation of the budget worksheet and budget narrative is available on the Office of Justice Programs' Standard Forms and Instructions Web site at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm).

Applications containing contracts must include detailed budgets for each organization's expenses. Funds cannot be used for construction costs.

1. Indirect costs are allowed provided the applicant has a federal approval indirect cost rate agreement.
2. Match: No cash or in-kind match is required for this grant program.

All current OJP grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, accounting systems, audit and other reporting requirements, and financial records. This guide can be accessed through the OJP Web site at <http://www.ojp.usdoj.gov/financialguide/index.htm>.

**Assurances and Certifications:** Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, telephone number, fax number, and e-mail address of the authorizing official on the online forms are correct.

- **Assurances:** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient to fully understand and comply with these requirements. Failure to comply may result in withholding of funds, termination of the award, or other sanctions.
- **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement:** Applicants are required to review and check the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Non-procurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."
- **Civil Rights Compliance:** All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of

funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

- **Limited English Proficiency:** Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National original discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address: Office of Civil Rights, 400 Maryland Avenue, SW., Washington, DC 20202.

- **Anti-Lobbying Act:** The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriate funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activities. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars ([www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html)) and the common rule (codified at C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

There may be other Assurances or Certifications that apply to your agency/organization. Examples of which include the Civil Rights Compliance, Services to Limited English Proficient Persons, and the Protections of Human Research Subjects. The authorizing official **must review** the Assurances and Certifications forms in their entirety. To accept

the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

**Indirect Cost Rate Agreement (If Applicable):** Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their “cognizant” federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization’s schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

## Selection Criteria

The selection criteria will be based on how comprehensive the responses are when addressing the program strategies and application requirements. Applicants should also refer to the “What an Application Must Include” section of this solicitation for more detailed information.

- **Project Abstract (5 points):** The application should include a one-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project’s goals and objectives, methods, and outcomes.
- **Problem Statement (5 points):** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project’s value to the victims’ field by meeting a stated goal. The problem statement should convincingly document that the project is needed to address resource gaps in the field or to address emerging issues for which there are few or no resources to assist providers. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. If the application is for continuation funding, these new goals and objectives should be addressed within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.
- **Project Goals and Objectives (15 points):** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application must describe the public awareness and educational components of the project that will be of utility to many communities across the Nation.
- **Project Design/Implementation Plan (20 points):** The program strategy/methodology must include sufficient detail to explain what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a logical progression and relate directly to the accomplishment of the project goals(s) and objectives. Projected activities

should be realistic and reflect the time, staff, and funding allocated to the project. The applicant must demonstrate a clear understanding of the program objectives and develop a detailed plan for providing training and technical assistance.

- **Organizational Capability and Project Management (20 points):** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, financial capability and, if the application is for continuation funding, the results of current grant efforts; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding and demonstrate expertise working with American Indian and Alaska Native tribes/communities.
- **Plans for Measuring Progress and Outcomes (15 points):** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must describe how data will be collected to report on the performance measures established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose.
- **Budget and Budget Narrative (20 points):** Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the budget narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. The applicant is required to complete the **budget narrative form** and the **budget detail worksheet**. The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

## Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Office for Victims of Crime reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will review the applications submitted under this solicitation. OVC may use either internal peer reviewer, external peer reviewer or a combination of both to review the applications under this solicitation. An external peer reviewer is a subject-matter expert in the field of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with the OVC, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- 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 Chief Financial Officer [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006