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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 to establish, expand, and improve direct service victim assistance programs for federally recognized tribes. This program furthers the Department's mission by improving the quality of direct services for victims of crime in remote, rural American Indian/Alaska Native communities.

# Tribal Victim Assistance Discretionary Grant Program

## Eligibility

Applicants are limited to federally recognized American Indian and Alaska Native Tribes, Tribal organizations, nonprofit Tribal organizations, and nonprofit organizations serving American Indian and Alaska Native Tribes. Tribal consortiums also are encouraged to apply, when appropriate.

(See "Who is Eligible to Apply," page 1)

## Deadline

All applications are due by 8:00 p.m. e.t. on March 15, 2006.

(See "Deadline For Applications", page 1)

## Contact Information

For assistance with the requirements of this solicitation, contact Laurel Shuster, Acting Director, Federal Assistance Division, at 202-616-9559 or [laurel.shuster@usdoj.gov](mailto:laurel.shuster@usdoj.gov).

This application must be submitted through [Grants.gov](http://Grants.gov). For technical assistance with submitting the application, call the *Grants.gov* Customer Support Hotline at 1-800-518-4726.

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# **Tribal Victim Assistance Discretionary Grant Program (CDFA #16.582)**

## **Overview**

The high rate of crime in American Indian/Alaska Native (AI/AN) communities and villages, reflected in numerous recent studies, demonstrates the need for victim assistance programs in Indian Country to help victims cope with and heal from crime. Many rural, remote AI/AN communities are impoverished, isolated, and lack victim assistance services.

OVC initiated the Victim Assistance in Indian Country (VAIC) Discretionary Grant Program in 1988 to establish "on-reservation" victim assistance programs to provide direct services to crime victims in Indian Country. Beginning in FY 1997, victim assistance services were funded directly from OVC rather than through the states. In 1999, funding allocated for the VAIC programs was \$1.3 million, with all grant programs located on reservations with federal criminal jurisdiction. In FY 2003, the program was expanded to \$2.5 million, and renamed the Tribal Victim Assistance (TVA) discretionary program, to include all federally recognized tribes in the United States. In FY 2006, OVC has allocated \$3.5 million for the TVA Program. OVC encourages communities that have received no prior VAIC or TVA funds to develop new, creative TVA initiatives which address their Tribe's specific needs.

The funding for this award is authorized under 42 U.S.C. § 10603 (c)(1)(B).

## **Deadline: Registration**

The *Grants.Gov* registration deadline is March 1, 2006.

## **Deadline: Application**

The due date for applying for funding under this announcement is 8:00 p.m. (Eastern Time) on March 15, 2006.

## **Eligibility**

Eligible applicants are federally recognized American Indian and Alaska Native Tribes, Tribal organizations, nonprofit Tribal organizations, and nonprofit organizations serving American Indian and Alaska Native Tribes. Tribal consortiums also are encouraged to apply, when appropriate. If two or more tribes apply as a partnership, one tribe must be clearly identified as the "primary agency" responsible for ensuring terms of the grant are met. Applicants must identify a total service population in the application. Grant awards will be limited to tribal organizations as defined in the Indian Self-Determination and Education Assistance Act, P.L. 93-638, 25 U.S.C., Section 450(b). Under this provision, the definition of "tribal organization" is the recognized governing body of any Indian tribe, to include any legally established

organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and that includes the maximum participation of Indians in all phases of its activities. Applications must be signed by the leader or chief executive of the tribe. In cases where the Tribal Council serves as the governing body, the application must be signed by the Chairperson or other recognized leader of the Council.

**Faith-Based And Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that 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., removing 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.

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

## **Tribal Victim Assistance Specific Information**

**Number and Amount of Awards:** No set number of awards has been established for this program. Award amounts will vary depending on the types of services to be provided and the number of victims anticipated to be served. OVC has allocated \$3,500,000 for this initiative in FY 2006 and anticipates equivalent funding for continuation of these grants in FY 2007 and FY 2008.

**Award Period:** The award period for this grant program is 12 months, with the potential for an additional 24 months of funding. Supplemental funding is contingent upon the grantee's performance, progress toward long-term goals, the success of the project, and the availability of federal funds.

**Program Strategy:** This solicitation invites applicants to plan and implement an innovative 3-year program to improve the ability of AI/AN communities and reservations to provide direct services to victims of crime. The program will identify the needs of crime victims to be addressed and the types of victimization on which to focus. OVC is interested in projects that address the needs of unserved and underserved victims, particularly those victimized by crimes such as child abuse, homicide, elder abuse, Driving While Intoxicated (DWI), and gang violence.

Applicants should clearly describe the geographical boundaries and population to be served by the program. OVC encourages applicants to include documentation of the crime rate and any victimization survey results on the reservation or in the tribal community. Communities with existing TVA programs or other grants that support victim-related services must document the need for additional funding and provide an explanation of efforts made and/or difficulties experienced in sustaining the existing program without federal funds.

The ideal response to the acute and complex needs of AI/AN victims should be based on the identification of specific problems in the delivery of victim services in the community and an innovative plan for addressing those problems and barriers through the grant program. The goal is the provision of **Comprehensive Services** that incorporate all necessary victim support services. If this grant will be used to supplement existing victim services, applicants must develop a creative initiative that provides **Specialized Services** to one group of unserved or underserved victims, e.g., elder abuse victims or DWI victims. Examples of **Specialized Services** include, but are not limited to, advocacy, counseling, legal assistance, multidisciplinary team-building among agencies, and development of victim support groups for one particular type of victim. Crime rate statistics and/or estimates specific to this group, with supportive documentation, should be addressed.

TVA programs will conform to the Victims of Crime Act (VOCA) program guidelines and TVA program requirements set forth in this solicitation. Services that may be provided include, but are not limited to the following:

- Services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.
- Mental health assistance such as counseling, group treatment, support groups and therapy.
- Advocacy on behalf of crime victims including accompaniment to criminal justice offices and court, transportation to court, child care to enable a victim to attend court, restitution advocacy, and assistance with victim impact statements.
- Services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks.
- Forensic medical examinations for sexual assault victims, to the extent that other funding sources are not available.
- Costs that are necessary and essential to providing direct services such as pro-rated costs for rent, telephone service, transportation costs for victims, and local travel expenses for direct service providers.
- Costs directly related to providing direct services through staff including salaries and fringe benefits.
- Training for law enforcement personnel in the delivery of services to victims of federal crime.
- Promoting coordinated efforts within the community to aid crime victims.
- Assistance to victims seeking crime victim compensation benefits.

- Preparation, publication, and distribution of informational material which explains services offered to victims of crime.

The following services, activities, and costs are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. These costs may be considered for coverage under the program, provided that direct services to crime victims cannot be offered without support for these expenses, the grantee has no other source of support for them, and only limited amounts of program funds will be used for the following purposes:

- Skills training for staff.
- Equipment and furniture.
- Contracts for professional services.
- Operating costs such as supplies, printing, postage, brochures that describe available services, books, and other victim-related materials.
- Supervision of direct service providers such as volunteer coordinators.
- Repair and/or replacement of essential items.
- Presentations made in schools, community centers, or other public forums designed to identify crime victims and provide or refer them to needed services.
- Vehicle leasing.

Awards will be made to Tribal and nonprofit programs that show the capacity to coordinate with other agencies serving crime victims. Coordination with the following agencies will be a key factor in ranking grantee proposals: U.S. Attorney's offices; Federal Bureau of Investigation field offices; state VOCA administrators; Bureau of Indian Affairs Law Enforcement Services; state and county law enforcement agencies; the Indian Health Service; mental health clinics, hospitals, child protective services and other appropriate Tribal and nontribal agencies. Programs are encouraged to demonstrate strategies which are specific to their community and include collaboration with appropriate local agencies involved in assisting victims. TVA programs should demonstrate how they will collaborate with state VOCA programs to establish ongoing communication and address the issue of VOCA funding for tribal victim programs. TVA program staff are required to receive victim compensation training and should indicate how this will be accomplished. Programs should demonstrate specific efforts to provide community outreach and establish strong working relationships with Tribal and nontribal agencies.

The hiring of program staff, if part of the program strategy, should be implemented within the first 2 months of the grant award, if not sooner. Timely hiring of staff is a consideration for second and third year funding. Applicants are therefore encouraged to discuss the proposed TVA program with their Tribal Chairperson, Tribal Council, and other Tribal agencies prior to submission of the application to solicit their support and approval of the plan. A TVA Program Director must be designated in the application's program strategy. The TVA Program Director must be willing to travel to Training and Technical Assistance conferences and cross-mentoring site visits. Applicants should also consider that program staff will be asked to travel and participate in OVC-sponsored conferences to describe demonstration practices, provide program materials and handouts, serve as trainers or mentors, participate in discussion groups, and serve on Advisory Panels. The TVA Program Director is expected to submit all Categorical Assistance Progress Reports and Financial Status Reports in a timely manner. A copy of the

Categorical Assistance Progress Report must be sent to the OVC Program Specialist and the TVA Training and Technical Assistance provider, as well as two copies to the Office of Justice Programs Office of the Comptroller. Continuation funds will not be granted until all required reports are submitted.

A Tribal Resolution or Board Resolution must be included with the application that approves commitments and activities for the first 12 months of the grant. For the second and third years of the award, the activities or implementation plans should be outlined in sufficient detail to provide evidence that the proposed program will continue to develop and be a permanent program that continues past the federal funding period.

**Matching Requirement:** A match of 10 percent of total project costs is required for this grant program in the first year. If your program is subsequently awarded a continuation beyond the first year, anticipate a 15 percent match requirement in the second year and a 25 percent match requirement in the third year.

Match must be based on only allowable costs as stipulated in the Financial Guide. Volunteer time used as a match must be based on rates that are consistent with regular rates paid for similar work in other organizations, i.e. such rates should be based on their fair market values. The in-kind match can be in the form of staff time, facilities, office space and utilities, employee details/loans, and agency partnerships. Cash is allowable in lieu of an in-kind match. If an applicant proposes using employees or other professionals (e.g., forensic interviewer, law enforcement officer, IHS doctor), who will be detailed or loaned to the partnership as in-kind matches, letters of support or other documentation must be included to support the detail. All in-kind or match requirements must be shown on the detail worksheet and described in the budget narrative.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
To improve the quality of direct services for victims of crime in remote, rural AI/AN communities by increasing availability of services to crime victims and increasing community and victim awareness of available services.	<p>Percent increase in the number of victim services provided.</p> <p>Percent increase in the number of victim services training workshops provided.</p>	<p>Number of victim services provided at beginning of reporting period, compared to number provided at end of reporting period.</p> <p>Number of victim services training workshops provided at beginning of reporting period, compared to number of workshops provided at end of reporting period.</p>

The grantee must document the accomplishment of these measures in the semiannual progress report submitted to OVC. The progress reports must include information on all of the above performance measures and any other appropriate performance indicators identified by the applicant.

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at [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**.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "FY2006 Tribal Victim Assistance Discretionary Grant Program," and the funding opportunity number is OVC-2006-1269.

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

## What An Application Must Include

The following documents must be submitted to receive consideration for the FY 2006 Tribal Victim Assistance Discretionary Grant Program. Applications that do not include all of the required elements will not be considered for funding. Detailed instructions and description of each of the required elements are provided below. An Application Review Checklist has been provided for your convenience.

### 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/DownloadViewer](http://www.grants.gov/DownloadViewer).

### 2. Assurances for Non-Construction Programs (SF-424B)

### 3. Disclosure of Lobbying Activities (SF-LLL)

#### **4. Project Narrative**

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins 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. Each section is described below.

##### **A. Project Abstract**

The application should include a 1-page summary that describes the purpose of the project, goals and objectives, progress to date, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

##### **B. Problem Statement**

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 following questions must be addressed:

- Describe the unmet need for victim services that exists in your community and how you intend to address this need with this grant.
- What types of victims do you presently serve and/or what are the types of victims do you plan to serve in the future?
- What services does your Tribe currently provide to victims of crime?
- How will the Tribe improve its ability to provide direct services to crime victims with this grant award?
- What statistics can you cite to demonstrate that there is an unmet need for victim services?
- Does your application describe only VOCA/TVA eligible activities?

##### **C. Project Goals and Objectives**

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 following questions must be addressed:

- What are your goals and objectives for each project year (Years 1-2-3)? How will all of these objectives be accomplished?
- How will you assess the needs of victims to ensure that your program is providing responsive services?
- What products do you plan to develop?
- What resources do you plan to use for the project on behalf of victims? Explain.

#### D. Project Design/Implementation Strategy

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 for the continuation project. The following questions must be addressed:

- What **Comprehensive Services** for all victims will be provided with this grant? Demonstrate **tribal-specific strategies** to meet your program's 3-year objectives and goals. Submit a timeline which covers a 3-year program, making it clear what you plan to do and when you plan to do it.
- Will **Specialized Services** be provided to one identified group of victims? Demonstrate **tribal-specific strategies** to meet your program's three-year objectives and goals. Submit a timeline which covers a 3-year program, making it clear what you plan to do and when you plan to do it.
- Describe the system you will use to ensure that Financial Status and Progress Reports are submitted in a timely manner.
- What system will you establish to record statistical information about victims and victim services that OVC needs for our Report to Congress?
- Identify the staff member who will be responsible for responding to the Training and Technical Assistance provider and contacting the OVC Program Specialist, on an at least quarterly basis, to provide an update on program activities.
- How will you coordinate your activities with victim witness coordinators/victim service providers at the U.S. Attorney's office, FBI field office, and State VOCA administrator's office, and other appropriate agencies?
- Describe how you plan to involve local law enforcement with your program (training, brochures, or other means). Address this issue by establishing specific goals.
- How will you inform your community and outside agencies about your program? Will you use brochures, news articles, personal contacts, etc.?
- How will you evaluate the success of your program in addressing the problem you identified?

#### E. Program Management and Organizational Capability

Applications must include a clear description of the applicant's management structure and document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. The following issues and questions must be addressed:

- Designate a Project Director of the TVA program. Describe this position's role and activities.
- What other staff positions will be hired to carry out the TVA grant activities?

- What experience and skills will you look for in the staff selected for these positions?
- How long will it take to hire the Director and/or other staff?
- How will TVA staff be trained?
- What strengths does your program staff have that would enable them to serve as mentors to other TVA programs?
- Describe your volunteer program, who will coordinate the program, and the training that will be given to volunteers.
- Did a professional grants writer prepare this proposal or did a person who will work in the program prepare this proposal?
- How will you get Tribal support to continue this program once OVC funding ends? Have you discussed the required Tribal Resolution with your Chairperson and Council?

#### **F. Plans for Measuring Progress and Outcomes**

Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the previously identified outcomes, and additional outcomes identified for the continuation phase of the project. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

The evaluation plan should identify all resources that will be devoted to conducting the assessment including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 120 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program.

## 5. Budget Detail Worksheets

This section must include both the budget detail worksheets and budget narrative for **Year 1 of the project only**.

The applicant must provide a detailed budget that: (1) is complete, allowable, and cost-effective in relation to the proposed activities, (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 applicant 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 OJP's Standard Forms & Instructions Web site at [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm).

**Budget Worksheet:** The budget worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid with grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

**Budget Narrative:** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable. Total costs specified in the Budget Detail Worksheet must match the total amount requested.

### Applicants must include the following in the budget:

- A 2-day Post-Award conference coordinated by the TVA Training and Technical Assistance provider. Budget up to \$2,000 for travel for the TVA Director and one additional individual to attend.
- The Indian Nations Conference. Budget up to \$2,000 for the TVA Director and one tribal law enforcement officer to attend.
- Computer equipment, software, and training, if needed. Budget an appropriate amount.
- Monthly fees for an Internet Service Provider for access to the OVC Web page, the TVA Training and Technical Assistance Web page, and to have e-mail capability to communicate with OVC staff and other grantees. Budget an appropriate amount.
- Matching Funds
- Indirect costs. Allowed.

Note: Current audit reports and indirect cost agreements must be submitted for release of fund.

**Other Budget Considerations:** When completing the budget forms described above, applicants must also consider the following:

**Travel.** Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant budget category on the Budget Worksheet and a thorough description provided in the Budget Narrative.

**Training.** Applicants that receive annual funding of more than \$100,000 should budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OC events) can be found at <http://www.tech-res-intl.com/doj-octraining/>.

**Consultant Rates.** Consultant rates may not exceed the maximum of \$450/day, or if paid by the hour, \$56.25/hour for a maximum 8-hour work day per award.

**Sole Source Contracts.** All sole-source procurements (by nonprofits and for-profits) in excess of \$100,000 must receive prior approval of the awarding agency. A commercial (for-profit) organization that is ineligible to receive a direct award under a specific appropriation or program cannot be named as a sole source contractor in a grant application by an eligible applicant. The eligible applicant may indicate that a competitive process will occur in which a contractor will be selected, but a specific contractor cannot be named without competition. Under certain circumstances, however, this sole source rule can be waived if the applicant can document that there is only one contractor qualified or available to perform the function. Applicants should discuss any potential sole source contractor with the OVC solicitation Point-of-Contact for further clarification.

**Publication Editing.** An applicant proposing to produce a written publication, product or electronic information must include in the budget a line item for editing for the material before a final draft is submitted to OVC. The applicant must demonstrate the editor's qualifications in the program narrative or by providing a resume.

**Fiscal Management.** All 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 requirements, and financial records. This guide can be accessed through the OJP website at <http://www.ojp.usdoj.gov/FinGuide/>.

**Financial Capability Questionnaire.** Applicants who are nonprofit or commercial organizations, and have never received any grants from OJP are required to complete the Financial Capability Questionnaire form. The form must be submitted along with a copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at <http://www.ojp.usdoj.gov/forms.htm> under "Accounting System and Financial Capability Questionnaire."

## **6. Assurances, Certifications and Other Program Attachments**

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official(s) are correct.

### **Assurances**

The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the funds to fully understand and comply with these requirements. Failure to comply may result in the 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 complete the certification form. 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)." The authorizing official must review the Assurances and Certifications forms in their entirety. Access the appropriate Assurances and Certifications on OJP's Standard Forms & Instructions website at [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm).

### **Other Program Attachments**

Other program attachments include tribal/board resolution, resumes of key personnel, position descriptions, letters of support, and Memorandums of Understanding (MOUs).

**Tribal/Board Resolution:** The application must include a tribal resolution that approves commitments and activities for the grant program. If the applicant is a tribal nonprofit organization, then a resolution by the Board of Directors or other governing body must be included. A tribal/board resolution is a strong indicator of Tribal Council or Board of Directors' approval and will be used by OVC as an assurance of tribal acknowledgement and support for the partnership program. The purpose of this requirement is to assure that the changes funded through the CJA grant have been accepted by the ruling body of the tribe or tribal organization and that the Tribal Council or Board of Directors support the program during and after OVC funding expires. The applicant must demonstrate that the proposed partnership program has been discussed with and approved by the Tribal Council or Board of Directors.

**Resumes of key personnel:** Provide resumes and position descriptions for all key positions.

**Letters of support:** Please provide at least two (2) letters of support from appropriate agencies at the federal, state, or local levels.

**Memorandum of Understanding (MOUs) and Other attachments:** Provide as needed. Please **do not** attach photographs or maps.

## Selection Criteria

Applications will be reviewed using the following criteria:

***Problem(s) To Be Addressed, Goals, and Objectives.*** The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. 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. The objectives should describe the steps necessary to accomplish the goals.

***Project Design/Implementation Plan.*** The program strategy/methodology must include sufficient detail so that peer reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goal(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding.

***Organizational Capability.*** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document the organization's capability to undertake and complete a national-scope, federally funded project on this topic, 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 and financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

***Plan for Measuring Progress and Outcomes.*** 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 include the standardized performance measures established for this solicitation as described on page 5 of this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed, as well as the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that objectives have been met, and determines the overall effectiveness of the project.
- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.

***Budget and Budget Narrative.*** Reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. 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 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.

## Review Process

OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded for peer review. Upon approval by the OVC Director, the applications selected for funding will be forwarded for award processing, subject to the final approval of the Assistant Attorney General for OJP. Funding may not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller [Financial Guide](#)
- Suspension or Termination of Funding
- Funding to Faith-based and Community Organizations (if applicable)
- Non-profit Organization
- Government Performance and Results Act (GPRA)
- Right in Intellectual Property

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

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## APPLICATION REVIEW CHECKLIST

All applications must be submitted electronically through [Grants.gov](https://www.grants.gov). Please use this checklist to make sure your application is complete. Your online application must include:

### Online Forms/Attachments:

\_\_\_ **Application for Federal Assistance (SF-424):** This form is generated by completing the onscreen Overview, Applicant Information, and Project Information screens in GMS.

\_\_\_ **Assurances for Non-Construction Programs (SF-424B)**

\_\_\_ **Disclosure of Lobbying Activities (SF-LLL)**

\_\_\_ **Program Narrative:** The Program Narrative must include the following sections:

\_\_\_ Project Abstract

\_\_\_ Problem Statement

\_\_\_ Project Goals and Objectives

\_\_\_ Project Design/Implementation Plan (including 3 year timeline)

\_\_\_ Organizational Capability and Project Management

\_\_\_ Plan for Measuring Progress and Outcome

The name of the file uploaded in the system should include the words "Program Narrative."

\_\_\_ **Budget Detail Worksheet:** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs. The name of the file uploaded in the system should include the words "Budget Detail Worksheet."

\_\_\_ **Assurances and Certifications:** The Assurances and Certifications must be electronically submitted by the authorizing official or the designated authorizing official as an attachment to the online application.

\_\_\_ Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement

\_\_\_ Faith-Based Organizations

\_\_\_ Civil Rights Compliance

\_\_\_ Services to Limited-English-Proficient (LEP) Persons

\_\_\_ Protection of Human Research Subjects (As Applicable)

\_\_\_ **Other Program Attachments:**

\_\_\_ Tribal/Board Resolution

\_\_\_ Resumes of key personnel/position descriptions

\_\_\_ Letters of support

\_\_\_ MOU (where appropriate)