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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 Counseling and Faith-Based Services for Crime Victims in Indian Country. 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.

## **OVC FY 08 COUNSELING AND FAITH-BASED SERVICES FOR CRIME VICTIMS IN INDIAN COUNTRY COMPETITIVE GRANT PROGRAM**

### **Eligibility**

Eligible applicants are tribal, nonprofit, or faith-based organizations that have knowledge and understanding of American Indian/Alaska Native victimization issues and a credible capacity to work with faith-based and tribal organizations. Applicants must identify a total service population in the application. If the applicant is a tribe, the application must be signed by the tribal leader or chief executive of the tribe. All applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council 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 resolution or equivalent enactment from the tribes authorizing the inclusion of the tribal entity named in the application must be included.

(See "Who is Eligible to Apply," page 3)

### **Deadline**

The applications are due by 8:00 p.m. e.t. on April 14, 2008.  
(See "Deadline For Applications", page 3)

### **Contact Information**

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

**Grants.Gov number assigned to announcement: OVC-2008-1824**

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# **Counseling and Faith-Based Services for Crime Victims in Indian Country (CFDA # 16.582)**

## **Overview**

The purpose of this award authorized by 42 U.S.C. Section 10603(c)(1)(B) is to support both (1) the provision of counseling services to victims of crime by faith-based organizations and (2) the creation of collaborative partnerships between local victim assistance programs and faith-based organizations, spiritual leaders and traditional healers in American Indian/Alaska Native communities, and determine the best practices for facilitating counseling services to victims of crime in American Indian/Alaska Native communities by faith-based organizations. In addition, training and technical assistance will be provided to further advance the effectiveness of the collaborative models used to form the partnerships necessary to support victim services.

## **Deadline: Registration**

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: (1) Register with Central Contractor Registry (CCR); (2) Register yourself as an Authorized Organization Representative (AOR); and (3) Be authorized as an AOR by your organization. For more information, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

## **Deadline: Application**

The due date for applying for funding under this announcement is by 8:00 p.m. e.t. on April 14, 2008.

## **Eligibility**

Eligible applicants are tribal, nonprofit, or faith-based organizations that have knowledge and understanding of AI/AN victimization issues and a credible capacity to work with faith-based and tribal organizations. Applicants must identify a total service population in the application. If the applicant is a tribe, the application must be signed by the tribal leader or chief executive of the tribe. In cases when the tribal council serves as the governing body, the application must be signed by the chairperson or other recognized leader or 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.

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 refer to the following link at [www.usdoj.gov/fbc/effect-rfra.pdf](http://www.usdoj.gov/fbc/effect-rfra.pdf).

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

**American Indian tribes and Alaska Native tribes and/or tribal organizations:**

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 council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council 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.

**Program-Specific Information**

**Award Amount:** \$750,000. Funding under this announcement is contingent on grantee performance, the amount of FY 2008 funding available, and any additional restrictions required by law.

**Award Period:** 12 months

**Purpose:** The purpose of this award authorized by 42 U.S.C. Section 10603(c)(1)(B) is to support both (1) the provision of counseling services to victims of crime by faith-based organizations and (2) the creation of collaborative partnerships between local victim assistance programs and faith-based organizations, spiritual leaders and traditional healers in American Indian/Alaska Native communities, and determine the best practices for facilitating counseling services to victims of crime in American Indian/Alaska Native communities by faith-based organizations. In addition, training and technical assistance will be provided to further advance the effectiveness of the collaborative models used to form the partnerships necessary to support victim services.

**Background/Problem Statement:** The high rate of crime in AI/AN communities and villages is reflected in numerous studies, demonstrating the need for victim assistance programs to help victims cope with and heal from crime. Many rural, remote AI/AN communities are impoverished, isolated, and lack victim assistance services.

Crime victims, like others in crisis, turn to spiritual leaders for support in times of need. When violence is experienced, religious/spiritual questions are often raised. Although members of the clergy, spiritual leaders, and traditional healers are often experienced with issues arising from a range of social justice problems, they are frequently not familiar with the particular dynamics of crime victimization. In contrast, victim assistance programs possess the knowledge and practical resources necessary to respond to the immediate needs of crime victims. They, however, may not be so well-equipped to address the profound spiritual crisis that may be brought on by a criminal act.

These awards will encourage and strengthen the collaboration between victim services programs, traditional healers, and other faith-based clergy and provide comprehensive training and technical assistance to ensure the successful establishment and implementation of victim assistance programs in AI/AN communities.

**Program Strategy:** This solicitation provides support for the implementation of an innovative program to improve the delivery of counseling services to crime victims by faith-based organizations. This strategy will be achieved by establishing and improving the partnership between faith-based organizations, spiritual leaders, traditional healers, and victim service programs in AI/AN communities as well as by developing Best Practices/Successful Strategies that can be replicated in other underserved communities. Counseling services should be made available to all victims, regardless of faith or religious belief. The Office for Victims of Crime (OVC) will continue to support those projects that address the needs of unserved and underserved victims, particularly those victimized by crimes such as child abuse, sexual assault, homicide, elder abuse, driving while intoxicated, and gang violence.

The project narrative for this initiative should **specifically address** the following:

1. Create a 1-year timeline of goals and objectives.
2. Create and strengthen dialogue between faith-based organizations and victim assistance programs in the community. Identify the specific organization(s) in the community that will collaborate with your tribe and/or organization on this project. Provide letters of support from these collaborative partners. The grantee will also

consider the benefits of collaborating with the U.S. Attorney's Office and FBI victim coordinators in its area.

3. Use the training and technical assistance to provide support in building the program and determine the best practices for facilitating counseling services by faith-based organizations. Use the information gleaned from the needs assessment to further match the existing resources with gaps in counseling services for crime victims. In addition, the grantee should attend a conference designed to provide the recipients with technical assistance in forming collaborations, team-building skills, and training on victim issues for faith-based organizations, spiritual leaders, and traditional healers.
4. Identify the data collection method being used to capture the performance measures.
5. Use a multidisciplinary advisory committee to direct and guide the activities of the project. Members should include representatives from victim assistance programs and faith-based organizations, spiritual leaders, traditional healers, and community leaders.
6. Provide a referral system that connects victims with counseling services by faith-based organizations.
7. Create a "Best Practices" report that summarizes the model developed to connect faith-based organizations, spiritual leaders, and traditional healers with tribal victim assistance programs. This report is expected to be disseminated to other AI/AN communities interested in establishing similar programs.
8. Provide a plan of sustainability for this project's efforts after OVC funding has ended, including a volunteer hiring and retention plan.
9. Collaborate with the state Victims of Crime Act (VOCA) compensation program to address the issue of compensation for traditional healing, spiritual counseling, and other faith-based victim services.
10. Identify the direct services that will be provided to crime victims.

Awards will be made to tribal, nonprofit, or faith-based organizations that continue to show the capacity to coordinate with other agencies serving crime victims. Programs are encouraged to demonstrate strategies that are specific to their community's faith-based organizations, spiritual leaders, and traditional healers. This collaboration will also include the appropriate local agencies involved with assisting crime victims.

Applicants should discuss the proposed program with tribal councils, faith-based organizations, spiritual leaders, traditional healers, victim service programs, and other appropriate victim groups to ensure their continued support and approval of the plan. Grantees are expected to submit all Categorical Assistance Progress Reports and Financial Status Reports online, through the Grants Management System (GMS) in a timely manner. Continuation funds will not be granted until all required reports are submitted. An implementation plan, including a 1-year timeline (month by month) of

goals, objectives, and specific activities, should be outlined. The plan should provide evidence that the proposed program will continue beyond the federal funding period.

The award period for these grants will be 12 months. These awards are highly competitive. Applicants are encouraged to develop comprehensive applications that address all of the program strategies identified.

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

**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.

#### **Match Requirement (cash or in-kind)**

A grant made under this program may not cover more than 90 percent of the total costs of the project being funded. The applicant must identify the source of the 10 percent nonfederal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is as follows:

Award amount = Adjusted project costs X Recipient's share = Required match  
federal share

**Example:** 90/10% match requirement

For federal award amount of \$350,000, match would be calculated as follows:

$\frac{\$350,000}{90\%} = \$388,889 \times 10\% = \$38,889$  match

#### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 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:

Program Goals and Objectives	Performance Measures	Data to Be Reported
<p>To enhance the ability of organizations to support both (1) the provision of counseling services to victims of crime by faith-based organizations and (2) the creation of collaborative partnerships between local victim assistance programs and faith-based organizations, spiritual leaders and traditional healers in American Indian/Alaska Native communities, and determine the best practices for facilitating counseling services to victims of crime in American Indian/Alaska Native communities by faith-based organizations. In addition, training and technical assistance will be provided to further advance the effectiveness of the collaborative models used to form the partnerships necessary to support victim services.</p>	<p><b><u>Outcomes</u></b></p> <p>Percent increase in the number of services provided to crime victims.</p> <p>Percent increase in number of victims identified and served.</p> <p><b><u>Outputs</u></b></p> <p>Percent increase in the number of faith-based victim counseling services provided by faith-based organizations.</p> <p>Percent increase in the number of trained professionals available to provide services.</p> <p>Percent increase in the number of victims identified and served.</p> <p>Percent increase in the number of collaborative relationships between local victim assistance programs and the faith-based community.</p>	<p>Number of victim counseling services provided by faith-based organizations.</p> <p>Number of victims identified and served at the beginning and end of the reporting period.</p> <p>Number of training sessions provided.</p> <p>Number of collaborative relationships formed between local victim assistance programs and the faith-based community.</p>

The grantee must continue to document the completion of these tasks in the semiannual progress reports provided to OVC. The data should be collected using the data collection method or mechanism specified in the grant application.

## 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 [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.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. 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 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2008-1824.

**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

**SF 424:** Application for Federal Assistance

**Project Narrative:** Each applicant must submit a project narrative of no more than 20, single-spaced pages that address the following areas:

1. Project Abstract
2. Problem Statement
3. Project Goals and Objectives
4. Project Design/Implementation Plan
5. Organizational Capability and Project Management
6. Plan for Measuring Progress and Outcome

**Project Abstract:** The application should include a brief, one-page summary that describes the project's purpose, goals, objective, and activities that will be implemented to achieve the desired outcomes.

**Problem Statement:** The problem statement must describe the needs to be addressed by the project and the problems experienced by tribal staff in accessing effective training on victim issues. The application should include a description of other factors that contribute to the problem such as jurisdictional issues involved at the federal, tribal, state, and local levels.

**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 goal should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or describe how the goals will be accomplished.

**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. In addition, the implementation plan must include a detailed explanation for the specific activities conducted to support the experience gained, as well as a description of how the project will implement all project components and a description of the interim deliverables and products. Also include a listing of major events, activities, products, and a timetable for completion of the objectives. A time-task plan establishes timeframes for accomplishing activities and sets out staff responsibilities for the activities.

**Organizational Capability and Project Management:** The grantee must provide a discussion of the organization's capability for developing and packaging a comprehensive training and technical assistance program. Information should be included on the organization's mission, current projects that will support the program, and past projects that are related to the current efforts. The project management section should discuss the project's staffing needs, administration, financial management, and line of authority. Staff capabilities, along with roles and responsibilities, should also be summarized in this section. Job descriptions and copies of résumés for the proposed key personnel should be included.

**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 skills of service providers and criminal justice personnel who work with crime victims in Indian Country. The grantee should 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 of 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.

### **Budget Narrative Attachment Form**

The applicant is required to complete the budget narrative form and the budget detail worksheet (see description below). 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. 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 detail worksheet in all cost categories and demonstrate that all costs are reasonable.

### **Budget Detail Worksheet**

The completion of this form in support of the budget narrative form described above is required. The budget detail 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 through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting <http://www.ojp.usdoj.gov/ovc/fund/forms.htm> and clicking on Standard Forms.

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/finguide06/index.htm>.

**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/financialguide/part3/part3chap17.htm>.

**Evaluation:** The grantee is required to assess its performance in meeting 12-month goals and objectives identified in the application. An evaluation should address the following basic questions:

1. What successful approaches were undertaken to provide or enhance victim services and to overcome the problems and obstacles?
2. How were these approaches developed and implemented?

3. Will the established program be able to sustain its victim services programs after OVC funding ends?
4. What needs and resources were identified through the community assessment? How have these needs been addressed?
5. Is there an effective network of faith-based and secular victim assistance that can respond to crime victims by providing counseling services and referrals?
6. What additional or enhanced services were provided?
7. What specific types of crimes were committed against the victims served?
8. Were there victims receiving services who had not previously been served?

## **Selection Criteria**

The selection criteria will be based on how comprehensive the responses are when addressing the program strategies and application requirements.

## **Review Process**

OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded to peer review and then, upon recommendation, to award processing subject to final approval by OVC's Director and OJP's Assistant Attorney General. Funding may not be awarded to applicants with overdue financial 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 the OJP Financial Guide
- Suspension or Termination of Funding
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

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 [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## Application Review Checklist

### FY 2008 Counseling and Faith-Based Services for Crime Victims in Indian Country Competitive Grant Program

All applications must be submitted electronically through Grants.gov. Please use this checklist to ensure that your application is 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**. The application **must** include the following:

#### Online Forms

- Application for Federal Assistance (SF-424):** This form is generated by completing the Overview, Applicant Information, and Project Information screens online in GMS.
- Budget Detail Worksheets:** The Budget Detail Worksheets must provide 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."
- Project Narrative:** The Project Narrative must include the following sections:
  - Problem statement, goals, and objectives.
  - Program strategy.
  - Program management and organizational capability.
  - Evaluation plan.
  - The name of the file uploaded in the system should include the words "Project Narrative."
- Other Program Attachments:** The other Program Attachments must include the following elements: Note: All materials listed below must be attached in one (1) file. These files may be combined or uploaded individually. Each file that is uploaded in the system should be clearly named to identify the information it contains.
  - Tribal or board resolution.
  - Résumés of key personnel, position descriptions, letters of support/commitment, or memoranda of understanding, when appropriate.

Please refer to corresponding sections in this announcement to determine the specific contents of each of these attachments.

**Assurances and Certifications:** The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.