



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding under the American Indian/Alaska Native Training and Technical Assistance Program. This program furthers the Department's mission by enhancing the capacity of victim service providers to better respond to the needs and rights of crime victims in tribal communities.

OVC FY 2012 American Indian/Alaska Native Training and Technical Assistance Program

Eligibility

Eligible applicants are limited to nonprofit organizations, including faith- and community-based organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with American Indian and Alaska Native communities. Tribal nonprofit organizations and public agencies are also eligible, including tribal colleges and universities and tribal consortiums.

OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, depending on the merits of the applications and the availability of appropriations in future years.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 9.) All applications are due by 11:59 p.m. eastern time on May 8, 2012. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 (606-545-5035 for applicants that reside outside the U.S.), or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Chris Holloway, Lead Program Specialist, by telephone at 202-305-9838 or by e-mail at Christopher.Holloway@usdoj.gov.

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OVC FY 2012 American Indian/Alaska Native Training and Technical Assistance Program (CFDA #16.582)

Overview

Through the American Indian/Alaska Native (AI/AN) Training and Technical Assistance Program, the Office for Victims of Crime (OVC) will provide resources and coordination to increase AI/AN tribal communities' ability to provide comprehensive and culturally appropriate services to crime victims, their families, and the community. Using a victim-centered approach designed to foster dignity and spiritual, mental, and physical health in victims, their families, and the community, the selected organization will assist OVC in supporting the training and technical assistance needs of AI/AN communities that receive grant funds under Purpose Area 7 (Children's Justice Act Partnerships for Indian Communities) and Purpose Area 8 (Comprehensive Tribal Victim Assistance Program) of the U.S. Department of Justice's (DOJ) Coordinated Tribal Assistance Solicitation (CTAS), as well as other AI/AN communities. This grant is authorized under 42 U.S.C. 10603(c)(1)(A) & (B) and 42 U.S.C. 10601(g).

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 8, 2012. See the "How To Apply" section on page 10 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

The OVC AI/AN victim assistance program assists communities with developing comprehensive, culturally appropriate victim-centered services. In fiscal year (FY) 2012, OVC will award funding to up to six AI/AN communities through the Children's Justice Act Partnerships for Indian Communities (CJA) and up to eight communities through the Comprehensive Tribal Victim Assistance (CTVA) Program, as outlined in Purpose Areas 7 and 8 of DOJ's FY 2012 CTAS. (See the CTAS at www.justice.gov/tribal/ctas2012/ctas-solicitation.pdf.)

Children's Justice Act Partnerships for Indian Communities

The CJA program assists AI/AN communities in developing, establishing, and operating programs to improve the investigation, prosecution, and overall handling of cases of child abuse, child sexual abuse, and severe physical abuse in a manner that increases support for and lessens additional trauma to child victims. Sites will develop or enhance and sustain a comprehensive victim assistance program that provides a coordinated collaborative multidisciplinary response to child victims, their families, and the community; and provides trauma-informed, culturally competent holistic services.

Comprehensive Tribal Victims Assistance

The CTVA program assists AI/AN tribal communities in developing, establishing, and operating programs to serve victims of crime, their families, and the community. Communities receiving CTVA funding must identify related program focus areas. These may include elder abuse, child abuse, homicide, gang violence, youth violence, trafficking, sexual assault, domestic violence, battery and assault, identity theft, hate crimes, and/or driving under the influence of alcohol or other drugs. For larger and more established communities, focusing on a limited set of purpose areas will be critical to ensure efficacy. Smaller communities may have a broader focus as to the delivery of services, particularly if few—or any—victims' services currently exist.

Goals, Objectives, and Deliverables

The primary goal of this cooperative agreement is to provide resources and training and technical assistance to improve the ability of OVC, the recipients of CJA and CTVA grant funding under the FY 2012 CTAS, and other AI/AN tribal communities, as appropriate, to enhance their response to victims of crime, their families, and the community. The deliverables (training and technical assistance, meeting and conference support, and information management) should be directed toward the continuation, expansion, and enhancement of the goals and objectives of OVC's CJA and CTVA programs.

This program will offer funding to an organization with experience providing culturally appropriate program support and training and technical assistance to AI/AN communities. The funded organization will be required to develop a program plan and provide for the delivery of services with a focus on two specific goals:

- Support CJA and CTVA grantees in developing a comprehensive community needs assessment and the implementation of a strategic plan and logic model that builds a new or enhances an existing comprehensive array of culturally appropriate victim-centered services to victims of crime, their families, and the community.
- Support CJA and CTVA grantees and OVC in developing or enhancing comprehensive victim assistance programs that provide coordinated, collaborative, multidisciplinary responses that are trauma-informed and based on culturally competent holistic approaches through the provision of program support, training and technical assistance, and appropriate resources.

Activities and Deliverables

OVC seeks innovative approaches to designing and delivering training to support the CJA and CTVA grant recipients. OVC is particularly interested in approaches that deliver effective and cost-efficient training through a combination of culturally appropriate traditional instruction and appropriate learning technologies.

OVC will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OVC will—

- Review and approve major work plans, including changes to such plans and key decisions pertaining to project operations.
- Review and approve major project-generated documents and materials used in the provision of project services.

- Provide guidance and approval in significant project planning, meeting coordination, and scheduling; and participate in project-sponsored training events or conferences.

The successful applicant must plan to—

- Provide assistance to the CJA and CTVA grant recipients in conducting a comprehensive needs assessment and developing a logic model and strategic plan.
- Develop and implement a strategic plan for responding to a wide range of support requests including, but not limited to, teleconferences, event speaker assistance, subject matter deployment, on- and offsite assistance, and other tasks deemed appropriate in consultation with OVC.
- Provide coordination, logistics, and onsite meeting support for training events and cross-site meetings to provide skill-building and information-sharing among CTVA and CJA stakeholders. (In general, the CTVA and CJA grantees will cover their own expenses to meetings and trainings; however, there may be occasions where the successful applicant will be required to provide travel assistance.)
- Develop a system for receiving, tracking, and responding to requests for training and technical assistance, including an evaluation process that allows OVC to assess user satisfaction of services.
- Develop, implement, and provide culturally appropriate training and technical assistance to CJA and CTVA grant recipients and AI/AN tribal communities, as appropriate, on victim services issues in furtherance of the goals of the CJA and CTVA programs.
- Identify and maintain a cadre of experts who can conduct training and provide technical assistance to the CJA and CTVA grant recipients and AI/AN tribal communities on services to crime victims, their families, and the community.
- Develop a program assessment plan that includes assisting OVC and the CJA and CTVA grantees with identifying measurable outcomes and implementing a data collection process.
- Special Projects—OVC may require the successful applicant to conduct special projects or develop products in support of this cooperative agreement. For example, OVC may wish to convene a special working group to provide feedback and product development and review.

Amount and Length of Awards

OVC anticipates it will make one award of up to \$750,000 for a 12-month project period. Based on the availability of funds and the determination of successful performance, OVC may invite the successful applicant to apply for continuation funding for up to two 12-month increments.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent 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 2012 salary table for SES employees is available at www.opm.gov/oqa/12tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated DOJ and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

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

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post-award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Provide assistance to the CJA and CTVA grant recipients with conducting a comprehensive needs assessment and developing a logic model and strategic plan.	Number of technical assistance sessions provided for conducting needs assessments, logic models, and strategic plans.	Number of needs assessments completed. Number of logic models and strategic plans developed.
Provide coordination, logistics, and onsite meeting support for training events and cross-site meetings that foster skill-building and information-sharing among CTVA and CJA stakeholders.	Number of program materials developed. Number of planning or training events held.	Number of program materials developed. Number of planning or training events held.
Develop, implement, and provide culturally appropriate training and technical assistance to CJA and CTVA grant recipients and AI/AN tribal communities, as appropriate, on victim services issues in furtherance of the goals of the CJA and CTVA programs.	Number of technical assistance requests received. Number of participants who successfully completed the training. Participants trained who demonstrated increased knowledge of the program area Number of program policies changed, improved, or rescinded. Percent of organizations reporting improvements in operations based on training and technical assistance.	Number of technical assistance requests received. Number of people trained. Number of people exhibiting increased knowledge of the program area (determined by pre- and post-testing). Number of program policies changed, improved, or rescinded. Number of organizations that receive training and technical assistance. Number of organizations served by grantees receiving training and technical assistance.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 11 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subject’s protection regulations; however, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page at www.ojp.usdoj.gov/funding/other_requirements.htm. Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications will be submitted through Grants.gov, a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **1-800-518-4726** (606-545-5035 for applicants that reside outside the U.S.), 24 hours a day, 7 days a week, except federal holidays.

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 confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR database to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "Crime Victims Assistance/Discretionary Grants," OVC-2012-3222.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form (SF-LLL).

An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, OVC will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OVC.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: failure to begin the registration process in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, failure to follow all of the instructions in the OJP solicitation, and technical issues experienced with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OVC to be critical, will neither proceed for peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, resumes/curriculum vitae of key personnel, timeline of key activities, and letters of support from tribal communities. The Budget Narrative and Budget Detail Worksheet may be combined into one document; however, if only one document is submitted, it must contain **both** narrative and detail information.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memorandums of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

1. Information To Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced with 1-inch margins, not exceeding 30 pages, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count.

The following sections should be included as part of the program narrative.

- **Statement of the Problem**
- **Project Design and Implementation:** Applicants should include a proposal to support at least one cross-site meeting for CJA and CTVA grant recipients to bring together the key stakeholders participating in each community's effort. Additionally, applicants must include a detailed discussion of how they will engage tribal leadership and support the tribal communities in the needs assessment process and development of the logic model and strategic plans.
- **Capabilities and Competencies:** In addition to providing information about experience in delivering training and technical assistance and program support on crime victim's issues, applicants must demonstrate that they have appropriate experience, knowledge, and credibility working with AI/AN communities, as well as documented evidence of working with AI/AN communities and letters of support from AI/AN communities.

- **Plan for Collecting the Data Required for This Solicitation's Performance Measures:** Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to OVC as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.
- **Other:** Resumes/curriculum vitae of key personnel, or job descriptions if person is not yet hired; timeline of key activities; and letters of support from tribal communities.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the budget detail worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the budget detail worksheet, the budget narrative should be broken down by year.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either a tribe or tribal organization, or a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to

apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully executed (i.e., signed) copy of a tribal resolution or other comparable legal documentation as may be consistent with the tribe's governance structure, then, at a minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully executed tribal resolution or other, comparable legal documentation.

6. Additional Attachments

- Resumes/curriculum vitae of key personnel or job descriptions
- Timeline of key activities
- Letters of support from tribal communities

7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)
Required for any applicant other than an individual that is a nongovernmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.

Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (20%)

4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (5%)
5. Budget—complete; reasonable and allowable; cost effective; and necessary for project activities (20%)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OVC, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006
- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

OVC FY 2012 American Indian/Alaska Native Training and Technical Assistance Program

This application checklist has been created to assist in developing an application.

Eligibility Requirement: Eligible applicants are limited to nonprofit organizations, including faith- and community-based organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with AI/AN communities. Tribal nonprofit organizations and public agencies are also eligible, including tribal colleges and universities and tribal consortiums.

_____ The federal amount requested is within the allowable limit(s) of \$800,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 12)
- _____ Program Narrative (see page 12)
- _____ Budget Detail Worksheet (see page 13)
- _____ Budget Narrative (see page 13)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 11)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 13)
- _____ Tribal Authorizing Resolution (if applicable) (see page 13)
- _____ Additional Attachments: (see page 14)
 - _____ Resumes/curriculum vitae of key personnel
 - _____ Timeline of key activities
 - _____ Letters of support from tribal communities
- _____ Other Standard Forms, as applicable (see page 15), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)