



Office for Victims of Crime

FY 2003 Application Guidelines

John W. Gillis, Director

OVC

Training and Technical Assistance Children's Justice Act Partnerships For Indian Communities (CJA) Grantees

Notice: The Office of Justice Programs (OJP) requires you to submit your application for funding through OJP's Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding. Final applications will be accepted only through our online applications system. To learn how to begin your online application process, please see Section XII, How to Apply, of this application kit. Call toll-free to receive technical assistance about the online process, 1-888-549-9901.

APPLICATION DEADLINE:
May 29, 2003

U.S. Department of Justice
Office of Justice Programs
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Washington, DC 20531

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For grant and funding information, contact:
Department of Justice Response Center
1-800-421-6770

Office of Justice Programs
World Wide Web Home Page
<http://www.ojp.usdoj.gov>

Office for Victims of Crime
World Wide Web Home Page
<http://www.ojp.usdoj.gov/ovc>

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FY 2003 Training and Technical Assistance Children's Justice Act Partnerships for Indian Communities (CJA) Grantees

Application Information

The Office of Justice Programs (OJP) now requires that funding applications be submitted through the OJP Grants Management System (GMS). All applications must be submitted electronically through GMS which can be accessed at www.ojp.usdoj.gov/fundopps.htm.

Award Amount: \$350,000

Award Period: 12 months

Application Due Date: May 29, 2003

Goal: To assist CJA grantees in meeting the objectives of their grant programs and in improving the handling of child abuse cases through the provision of culturally relevant training and technical assistance services.

Purpose: To provide culturally relevant skills-building training and technical assistance to American Indian and Alaskan Native grantees who have received funding through the Children's Justice Act Partnerships for Indian Communities (CJA) Grant Program. It is anticipated that up to 35 different grantees may require these training services.

Background: The CJA grant program supports demonstration projects in Indian communities for the purpose of improving the investigation, prosecution, and handling

of child abuse cases, especially cases of child sexual abuse, in a manner that increases support for and lessens trauma to child abuse victims. This training and technical assistance effort is designed to ensure that these demonstration projects are provided the training and technical assistance necessary to implement comprehensive programs.

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

Program Strategy: This grant will support the training and technical assistance needed for tribes to develop a multidisciplinary approach to investigating, prosecuting, treating, and advocating for victims of child abuse and child sexual abuse. The training will focus on strategies that minimize the trauma suffered by child victims and maximize the opportunity to provide assistance and services needed to support the child's recovery. Coordination of all entities

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

The recipient of this grant is expected to establish communications with each CJA grantee, review their grant application, and identify any training and technical assistance needs. The recipient is then expected to develop a comprehensive training and technical assistance strategy for delivery of the training, including a training curriculum. The training plan should include information on the types of training or technical assistance to be provided, the location for providing the assistance, the consultants to be utilized, anticipated attendance at the training, why a particular mode of training or technical assistance was selected, the estimated cost of the training, the method to be used to assess the effectiveness of the training, the time period during which the training/technical assistance is to be provided, and a plan for responding to requests for followup training and technical assistance. OVC encourages maximum use of Internet communications capabilities.

OVC recognizes that requests for training and technical assistance may exceed the availability of resources, therefore, it is important that the recipient develop and prioritize a training plan that maximizes available resources. The recipient can assume that the CJA grantees have available funds for travel, lodging, and per diem expenses for the post-awards conference. Project costs should cover the development and printing of materials needed to

implement the training, and cover travel and per diem expenses for staff and consultants.

The recipient will work with OVC staff to develop and present workshops at the annual State CJA Grantees Meeting sponsored by the Office on Child Abuse and Neglect at the Department of Health and Human Services, the National Indian Nations Conference, and other OVC-sponsored conferences.

Specific tasks to be performed by the recipient:

1. Assess and identify the grantees' needs for training and technical assistance.
2. Develop a training strategy, curriculum, and plan for delivery/conduct of the training and technical assistance.
3. Provide onsite individualized training, regional training sessions, cluster meetings, and/or telephonic technical assistance to enable grantees to improve the handling of child abuse cases.
4. Assist grantees in developing protocols, manuals, curricula, and other victim-related materials that will aid them in improving the investigation, prosecution, and treatment of child abuse and child sexual abuse cases.
5. Identify and collect exemplary program materials to be disseminated among CJA grantees, such as tribal codes, training manuals and agendas, memoranda of understanding, and CPT/MDT policies and procedures.
6. Design, develop, and disseminate Indian-specific resource materials.

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7. Provide a written after-action report within 30 days of each training event.

Eligibility Requirements: Eligible applicants are public or private nonprofit organizations and educational institutions. Applicants must demonstrate knowledge of and experience in providing high quality training and technical assistance to Indian communities, show experience working with crime victims in Indian Country, and possess knowledge of general victim issues.

Selection Criteria: Applications determined to be in compliance with this solicitation will be reviewed and evaluated competitively against the following criteria. The requirements of each criterion is explained in the Program Narrative section, Attachment #2.

1. **Problem Statement (10 points)**
2. **Project Goals and Objectives (20 points)**
3. **Budget and Budget Narrative (10 points)**
4. **Project Design/Implementation Plan (30 points)**

5. **Organizational Capability Statement (20 points)**

6. **Plan for Measuring Progress and Outcome (10 points)**

Contact Person: Cathy Sanders, 202/616-3578. E-mail: Cathy@ojp.usdoj.gov.

How to Apply

The Office of Justice Programs (OJP) now requires that funding applications be submitted through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Applications will only be accepted through the GMS online application system.

To learn how to begin the online application process, please see the Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System on page 6. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

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Application Review Checklist

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS), which can be accessed at www.ojp.usdoj.gov/fundopps.htm. Please use this checklist to make sure your application is complete. Your GMS application must include:

Online Forms

- _____ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the on-screen Overview, Applicant Information, and Project Information screens in GMS.
- _____ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (3)

- _____ **Budget Detail Worksheet (Attachment #1).** 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.
- _____ **Program Narrative (Attachment #2).** The Program Narrative must include the following sections:
 - _____ Project Abstract
 - _____ Problem Statement
 - _____ Goals and Objectives
 - _____ Project Design/Implementation Plan
 - _____ Organizational Capability and Project Management Statement
 - _____ Plan for Measuring Progress and Outcome
- _____ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following elements. **Note:** All of the below materials must be attached in one (1) file.
 - _____ Resumes of key personnel/position descriptions
 - _____ Letters of support
 - _____ Memoranda of understanding (where appropriate)

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

Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. Note: Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the on-screen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the FY 2003 Children's Justice Act Partnerships for Indian Communities Discretionary Grant Program solicitation, and begin working on it. Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application within 7 days. Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application to be submitted. **Please note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

Questions or problems: Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Checklist on page 5 and the Application Requirements on page 7 for detailed instructions about the information to include in each of these attachments). Please note that applicants must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OVC and provide an application identification number for future reference. Applicants who have any questions about GMS or need technical assistance with applying online should contact the GMS Hotline at 1-888-549-9901.

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Application Requirements

Applicants to the FY 2003 Children's Justice Act Partnerships for Indian Communities (CJA) Discretionary Grant Program must submit the following information online through the Office of Justice Programs' (OJP's) Grants Management System (GMS):

1. Application for Federal Assistance, Standard Form 424.
2. Assurances and Certifications.
3. Program Attachments (3):
 - Attachment #1: Budget Detail Worksheet (including budget worksheet and budget narrative).
 - Attachment #2: Project Narrative (including project abstract, problem statement, project goals and objectives, project design/implementation plan, project management and organizational capability statement, and plan for measuring progress and outcome).
 - Attachment #3: Other Program Attachments (including resumes of key personnel, position description, letters of support, memoranda of understanding, and other attachments as needed).

Detailed instructions and descriptions of each of the required elements are provided below. An Application Review Checklist has been provided for your convenience (see page 4). **Note:** Applications that do not include all of the required elements will not be considered for funding.

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 online in the Overview, Applicant Information, and Project Information sections of OJP's Grant Management System.

Assurances and Certifications

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 on these online forms are correct.

- **Assurances.** The applicant must comply with assurances in order to receive federal funds under this program. It is the responsibility of the recipient of the federal 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 check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Nonprocurement) and

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Government-Wide Requirements for Drug-Free Workplace (Grants).”

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

Program Attachments (3)

Budget Detail Worksheet (Attachment #1)

The applicant must provide a detailed budget that: (1) is complete, allowable, cost effective in relation to the proposed activities, and accurately reflect how grant funds will be used to promote the improved handling, investigation, and prosecution of child sexual abuse cases; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, and (3) provides a supporting budget narrative to link costs with project implementation (see below for more about the budget narrative).

Applicants 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.

- **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 items of 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.

A sample Budget Detail Worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP’s Web site (go to www.ojp.usdoj.gov/forms.htm).

Note: Total costs specified in the Budget Detail Worksheet must match the total amount requested.

Project Narrative (Attachment #2)

The project narrative should not exceed 25 doubled-spaced pages and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management Statement, and Plans for Measuring Progress and Outcomes. Each section is described below.

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- **2a. Project Abstract:** The application should include a brief, one-page summary that describes the purpose of the project, goals and objectives, the activities that will be implemented to achieve the projects's goals and objective, methods, and the outcomes.
- **2b. Problem Statement:** The problem statement must describe the needs to be addressed by the proposed program 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 jurisdictional issues involved at the federal, tribal, state, and local levels.
- **2c. Project Goals and Objectives:** The applicant must identify the specific goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.
- **2d. 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 description of how the project will implement all project components, and a description of the interim deliverables and products. Also include a listing of the 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 responsibility for the activities.
- **2e. Organizational Capability and Project Management:** The applicant must provide a discussion of the organization's capability for developing and packaging a comprehensive program that addresses the investigation, prosecution, case handling, and treatment of child physical and sexual abuse. Information should be included on the organization's mission, current projects that will support the proposed project, and past projects that are related to the current efforts. The project management section should discuss the staffing needs, project administration, financial management, and line of authority of the project. Staff capabilities and roles and responsibilities should also be summarized in this section. Job descriptions and copies of resumes for the proposed key staff positions should be included in attachment #3.
- **2f. Plan for Measuring Progress and Outcome:** The applicant 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. Applicants should describe the criteria and units of measurement that will be used. The evaluation should include the number of

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individuals trained, a list of training participants, any new capacity or improved response to victims resulting from the training, the number and type of agencies that requested to attend the training, the number and type of products disseminated, user satisfaction data, the target audience, and the benefit to the field.

- **Letters of support** from agencies at the federal, state, and local levels that are involved in handling, investigating and/or prosecuting child abuse cases.
- **Other attachments** as needed.

Other Program Attachments (Attachment #3)

The Other Program Attachments file must include the following materials:

- **Resumes of key personnel.** Provide resumes of key personnel or job descriptions outlining roles and responsibilities for all key positions that are currently vacant.