CHILDREN'S JUSTICE ACT (CJA) PARTNERSHIPS FOR INDIAN COMMUNITIES DISCRETIONARY GRANT PROGRAM`

FY 2006
APPLICATION GUIDELINES
FOR COMPETITIVE GRANT FUNDING

Office for Victims of Crime
November 2005

CONTENTS

APPLICATION INFORMATION

FY 2006 Children's Justice Act Partnerships for Indian Communities (CJA) Discretionary Grant Program

The Office for Victims of Crime (OVC) requires you to submit applications for funding through Grants.gov. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for continued funding. Your final application will only be accepted electronically through Grants.gov at www.grants.gov. Please see page 8 for information on How to Apply.

Application Due Date: March 1, 2006.

Award Amount: Up to $2 million is available in fiscal year (FY) 2006 to support the implementation of this discretionary grant program.

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

Background: The Children's Justice and Assistance Act of 1986 was passed to provide states funding to establish programs to effectively handle child abuse cases. In 1988, the Anti-Drug Abuse Act amended the Victims of Crime Act of 1984, authorizing the use of a portion of the state CJA funds to help tribal communities develop and establish programs to improve the investigation and prosecution of child abuse cases, particularly cases of child sexual abuse.

Since 1989, OVC has funded approximately 231 individual grants to tribes and nonprofit tribal agencies through the CJA grant program. These tribal programs have made a number of systemic improvements in the handling of child abuse cases, including:

- Established, expanded, and trained multidisciplinary teams (MDTs) and child protection teams (CPTs);

- Revised tribal codes and procedures to address child sexual abuse;

- Provided child advocacy services for children involved in court proceedings;

- Created protocols for reporting, investigating, and prosecuting cases of child sexual abuse;

- Developed working agreements that minimize the number of times a child is interviewed;

- Enhanced case management and treatment services;

- Offered specialized training for prosecutors, judges, investigators, tribal leadership and other professionals who handle child sexual abuse cases; created special child-centered interview rooms; and

- Hired specialized staff to handle child abuse victim cases.

Program Goal: The goal of this grant program is to improve the capacity of existing tribal systems to handle serious child abuse cases by developing specialized services and procedures to address the needs of American Indian and Alaska Native (AI/AN) child abuse victims.

Purpose: The purpose of this grant program pursuant to section 1402(g) of the Victim Compensation and Assistance Act, 42 U.S.C. 10601(g) is to assist 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 the child victim. The funding will support the development and implementation of comprehensive child abuse programs and child sensitive policies and procedures for addressing child abuse cases in the tribe's criminal justice and child protection service systems.

Program Objectives: Objectives of the program are described below. Applicants may adopt these or develop their own objectives consistent with these, based on the needs of their particular project.

1. To provide program services to child victims and their non-offending family members through a mechanism that: (a) employs a multi-disciplinary approach; (b) uses tribal, federal and state resources on behalf of child victims; (c) improves investigative and judicial practices to minimize trauma to child victims; (d) implements practices and procedures that adapt investigative, prosecutorial, and judicial procedures to meet the needs and abilities of child victims, such as allowing an advocate to accompany the child to court to provide emotional support, to advocate on behalf of the child for a speedy trial, to brainstorm alternatives to the child testifying in live court, and to ensure restitution is ordered; and, (e) assures that child victims in need of support receive victim assistance, health, mental health, and social services from the initial report to the resolution of the case.

2. To establish protocol implementation groups and conduct multi-disciplinary trainings to help professionals involved in the investigation and management of child sexual abuse cases to coordinate their responses.

3. To provide specialized crisis and treatment services to aid in the recovery from child sexual abuse trauma for the victim and the affected family members. Crisis support should provide a support response following verification of child abuse or child sexual abuse.

4. To develop and implement support services for child victims of sexual abuse and their families that ensures the diverse needs of these victims are met. This may include coordinated service development and delivery through tribal agencies and services including trauma assessments, group services, and assisted access to services.

5. To develop written program implementation materials that can be used to sustain or replicate your prescribed program, or assist other tribes in establishing similar programs.

6. To serve as a resource to other Indian tribes and tribal organizations in developing effective approaches to investigating, prosecuting, and handling child abuse cases; working with federal, state, and local agencies; meeting the needs of Indian child victims and their families; and communicating with tribal councils and other bodies in responding effectively to child abuse.

7. To participate with OVC in planning future training conferences for federal, state, and tribal agencies that respond to child abuse in Indian Country.

Program Strategy: The strategy for establishing a fully functioning CJA program consists of at least 3 years of project implementation. The program is intended to improve the capacity of existing tribal child protection and criminal justice systems to handle severe child abuse cases. The program should focus on developing strategies to identify child abuse victims and follow cases from initial disclosure through investigation, prosecution, and resolution, in an effective and timely manner.

The following 3 year strategy has been endorsed by OVC in the past and may be used as a guide for current projects. However, applicants are strongly encouraged to develop an implementation strategy that will support their 3 year project strategy. The following strategy is provided as a guide:

Year 1. Assessment, Implementation and Program Development: During Year 1, the grantee should hire and train key staff to handle and process cases through the tribal system as well as coordinate cases with the state and/or federal system. Training may also be required to establish or support existing Multi-Disciplinary Teams (MDTs), Child Protection Teams (CPTs), prosecutors, law enforcement personnel, judges, victim advocates, medical, and mental health providers, and social service professionals.

It is recommended that the grantee assess the tribe's current system and resources for implementing a partnership program to determine what additional resources and system changes are needed to deal effectively with child sexual abuse cases. The assessment should examine the current procedures for reporting child abuse, for responding to child abuse, for interviewing the abused child, for staffing cases; for delivering services to victims and their non-offending family members, and for training personnel who work in social services, criminal justice, and medical and mental health. The assessment should also determine community awareness efforts.

The grantee should develop a strategy for implementing an effective CJA program, based on the assessment and other local issues of child abuse. The strategy should include training plans, procedures for establishing and maintaining MDTs/CPTs, letters of support, Memoranda of Agreement (MOAs), a resource directory, and service delivery plans, if applicable. If existing procedures are already in place, there may be a need to revise, modify, or refine these procedures to improve the overall handling of cases.

The products of the first year would include: (1) a report of the findings and recommendations from the assessment, including a description of any additional changes and resources needed

to implement an effective CJA partnership program, (2) job descriptions, and (3) resumes for key staff hired or contracted under the grant.

Other products could include a service delivery plan and agendas for training other personnel and allied professionals involved in responding to serious child abuse cases. Another product could include an activity report that summarizes major activities and accomplishments of the grant during this stage.

Year 2. Implementation of Program and Development of Training and Resource Materials: For Year 2, the grantee would be expected to refer, coordinate, and provide victim assistance services to child abuse victims and their non-offending family members on a regular basis. In addition, the grantee would be expected to finalize, or in some cases refine, the program strategy and program implementation materials to ensure a responsive multidisciplinary approach to child abuse cases.

The final materials should take into consideration the assessment conducted during Year 1. These materials would include such items as interagency protocols; reporting procedures; MOAs with federal, state, and local agencies; tribal codes that address child sexual abuse, including definitions, sentencing guidelines, and maximum penalties for offenders; resource directories; program brochures; and case management, tracking, and referral systems.

Other materials might include descriptions of best practices that assist and support children who must participate in tribal, federal, and local judicial proceedings, and training curricula. The materials would be used by the grantee in implementing the prescribed program, and could be of great value to other tribes seeking culturally appropriate materials to assist them with the incorporation of similar changes on behalf of their child victims.

The products of Year 2 could include (a) a compilation of the materials & data collection gathered by the grantee from within the tribe and from other sources; (b) training curricula; (c) a brochure and/or resource directory that advertises the availability of the tribe's resources, services, and training opportunities; and (d) progress reports that summarize major activities and accomplishments of the grant.

Year 3. Delivery of Services: For Year 3, the program should be fully operational and functioning at a level that serves child abuse victims in a comprehensive and effective manner. The project should be able to serve as a model for illustrating effective approaches to handling serious child abuse cases; coordinate with various federal, state, and tribal agencies; effectively meet the needs of child abuse victims and their non-offending families; and communicate with tribal councils and other bodies in responding to child abuse.

Materials such as diagrams, flowcharts, and descriptions of program models can be shared with other tribes to demonstrate how to make similar changes on behalf of abused child victims. The materials and descriptions should include information on developing proper interviewing procedures, providing court advocacy services, and making other improvements that adapt investigative and judicial procedures to the needs, rights, and abilities of abused child victims.

The products of Year 3 should include: (a) illustrative materials on program implementation and training, (b) reports describing the training provided by the tribe, (c) recommendations for and descriptions of training workshops that might be offered in OVC-sponsored conferences for assisting abused child victims in Indian country, (d) semiannual progress reports that summarize major activities and accomplishments of the grant, and (e) a final narrative report.

Year 3 program activities and the implementation plan must be outlined in the application in sufficient detail to provide a sense that the proposed program will continue to contribute to the development of a successful partnership that can endure.

Education Component: Applications should include an education component that links and/or coordinates training for teachers in grades pre-K through high school. The training should focus on how to identify child abuse and child abuse victims, mandatory reporting requirements for teachers, how to intervene in child abuse situations, where and to whom to report suspected child abuse, and development of reporting procedures for school teachers. The education component should also include child abuse awareness and the development of support systems within the school system for abused child victims.

Tribal/Board Resolution: Prior to submission of the application, applicants are encouraged to discuss their proposed partnership program with their Tribal Chairperson, Tribal Council, Board of Directors, and/or other tribal agencies, and solicit their support and approval of the partnership for the life of the program. A tribal/board resolution that approves activities and commitments for Year 3 must be attached to the application.

Performance Measurement: To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data that measure the results of the program implemented with this grant. Include in your application the data collection methodology being used. To ensure accountability of these data, for which OVC is responsible, the following performance measures will be monitored:

1. Percent increase in the number of developed, established, and operating programs that improve the investigation, prosecution, and overall handling of cases of child sexual abuse and severe physical abuse.
2. Percent increase in the number of child abuse/sexual abuse victims identified and served.
3. Percent increase in the number of child abuse/sexual abuse prosecutions at the tribal level.
4. Percent increase in the number of MDTs or CPTs established and/or trained.

Program Goal/Objective	Performance Measures	Data to be reported
To assist 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 the child victim. The funding will support the development and implementation of comprehensive child abuse programs and child sensitive policies and procedures for addressing child abuse cases in the tribe's criminal justice and child protection service systems.	**Outcomes** Reduce trauma to child victims of sexual abuse, severe physical abuse. Increase services to child abuse/sexual abuse victims. Increase/improve the investigation and prosecution of child abuse, sexual abuse, and severe physical abuse. Increase the development of policies and procedures that address child abuse, sexual abuse, and severe physical abuse. **Outputs/Activities** Coordinate with various social service disciplines. Develop/strengthen partnerships with prosecutors, law enforcement personnel, judges, victim advocates, medical, mental health and social service providers. Implement innovative approaches that affect positive change. Improve policies and procedures. Training & Technical Assistance.	Percent increase in the number of developed, established, and operating programs that improve the investigation, prosecution, and overall handling of cases of child sexual abuse and severe physical abuse. Percent increase in the number of child abuse/sexual abuse victims identified and served. Percent increase in the number of child abuse/sexual abuse prosecutions at the tribal level. Percent increase in the number of MDTs or CPTs established and/or trained.

Allowable Expenses: The following items are considered allowable expenses that will support developing, establishing, and operating programs to improve the investigation, prosecution, and overall handling of cases of child sexual abuse and severe physical abuse, in a manner that increases support for and lessens additional trauma to the child victim. These items include, but are not limited to:

Hire and/or train:

SANE nurse(s)
DNA & Forensic interviewer
Prosecutor
Criminal Investigator
Case Manager
Counselor(s)
Forensic Trainers/Training

Establish a Child Advocacy Center (CAC)

Equipment to conduct evidence collection and interviews:

Anatomically correct dolls
Books
Easel w/writing pad
DNA evidence collection
2-way mirrors
recording equipment
camera(s)
cellular phones
training
travel
transportation

Unallowable Expenses: The following items are considered unallowable expenses and can not be consider for funding:

Construction   Prevention services
Support of offenders services

Eligibility Requirements: Eligible applicants are federally recognized Indian tribes and nonprofit tribal organizations. Grant awards will be limited to tribal organizations as defined in the Indian Self-Determination and Education Assistance Act, Public Law 93-638, 25 U.S.C., § 450(b). Under this provision, the definition of "tribal organization" is the recognized governing body of any Indian tribe, to include any legally established organization of Indians that is controlled, sanctioned, or chartered by such governing body, or that is democratically elected by the adult members of the Indian community to be served by such organization, and which includes the maximum participation of Indians in all phases of its activities.

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How to Apply

OJP is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. This fiscal year, OJP is requiring that all discretionary, competitive grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at **1–800–518–4726**.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.583, titled "Children's Justice Act Partnerships for Indian Communities Discretionary Grant Program."

Step 1: Registering

Note: Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and 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. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

e-Business Point of Contact:
Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

- Go to www.grants.gov, and click on the "Get Started" tab at the top of the screen.

- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

  If you have already registered with Grants.gov, you may log in and update your profile from this screen.

- To begin the registration process, click the "Register your Organization [Required]" or "Complete Registration Process [Required]" links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf.

DUNS Number:
- You must first request a Data Universal Numbering System (DUNS) number. Click "Step 1. Request a DUNS Number." If you are applying as an individual, please skip to "Authorized Organization Representative and Individuals." If you are applying on behalf of an organization that already has a DUNS number, please proceed to "Step 2. Register with Central Contractor Registry (CCR)." You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1–866–705–5711.

Central Contractor Registry (CCR):
Note: Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible

Once you have a DUNS number, click on "Step 2. Register with Central Contractor Registry (CCR)." Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual's authority to submit grant applications through Grants.gov.

A registration worksheet is provided to assist in the CCR registration process at www.ccr.gov/CCRRegTemplate.pdf. It is recommended you review the "Tips for registering with the CCR" at the bottom of this template.

- Go to www.ccr.gov or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click "Search CCR" at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click "Start New Registration" at the top left of the screen.

- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1–888–227–2423.

- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

Authorize your Organization Representative:
- Click "Step 3. Authorize your Organization Representative." Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

Log in as e-Business Point of Contact:
- You may now go to "Step 4. Log in as e-Business Point of Contact." Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).

- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

<u>Authorized Organization Representative and Individuals:</u>
If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps.

- Go to www.grants.gov and click on the "Get Started" tab at the top of the screen.

- Click the "Authorized Organization Representative (AOR)" option and click the "GO" button to the bottom right of the screen. If you are applying as an individual, click the "Individuals" option and click the "GO" button to the bottom right of the screen.

- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking "Complete First-Time Registration [Required]." You also may click on "Review Registration Checklist" and print a checklist for the following steps (see www.grants.gov/assets/AORRegCheck.pdf).

- Individuals may click the "registration checklist" for help in walking through the registration process.

Credential Provider:
Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency's or individual DUNS + 4 digit number to complete this process. Now, click on "Step 1. Register with a Credential Provider." Enter your DUNS number and click "Register." Once you have entered the required information, click the "Submit" button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1–800–386–6820.

- It can take up to 24 hours for your credential provider information to synchronize with Grants.gov. Attempting to register with Grants.gov before the synchronization is complete may be unsuccessful.

Grants.gov:
- After completing the credential provider steps above, click "Step 2. Register with Grants.gov." Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the e-Business POC for assignment of user privileges.

- Complete the "Authorized Organization Representative User Profile" screen and click "Submit."

Note: Individuals do not need to continue to the "Organizational Approval" step below.

Organization Approval:
- Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization's e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to www.ccr.gov to search for your organization and retrieve your e-Business POC contact information.

- Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer

Note: You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the Grants.gov home page, select the "Apply for Grants" tab at the top of the screen.

- Under "Apply Step 1: Download a Grant Application Package and Applications Instructions," click the link for the PureEdge Viewer (www.grants.gov/DownloadViewer). This window includes information about computer system requirements and instructions for downloading and installation.

  If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).

- You will be prompted to save the application. Click the "Save" button and the "Save As" window opens. Select the location where you would like to save PureEdge Viewer and click the "Save" button.

- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.

- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click "RUN." Click "Yes" to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the "Welcome" page.

- Click "Next" to continue.

- Read the license agreement and click "Yes" to accept the agreement and continue the installation process. This takes you to the "Customer Information" screen.

- Enter a User Name and a Company Name in the designated fields and click "Next."

- The "Choose Destination Location" window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click "Next." To select a different folder, click "Browse." Select the folder in which you would like to save the program, click on "OK," then click "Next."

- The next window prompts you to select a program folder. To save program icons in the default folder, click "Next." To select a different program folder, type a new folder name or select one from the list of existing folders, then click "Next." Installation will begin.

- When installation is complete, the "InstallShield Wizard Complete" screen will appear. Click "Finish." This will launch the "ICS Viewer Help Information" window. Review the information and close the window.

Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.

- From the Grants.gov home page, select the "Apply for Grants" tab at the top of the screen.

- Click "Apply Step 1: Download a Grant Application Package and Application Instructions."

- Enter either the CFDA number for this announcement, 16.583, or this solicitation's Funding Opportunity Number, OVC-2006-1187. Then click "Download Package." This will take you to the "Selected Grants Application for Download" results page.

- To download an application package and its instructions, click the corresponding download link below the "Instructions and Application" column.

- Once you select a grant application, you will be taken to a "Download Opportunity Instructions and Application" screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the "Submit" button.

- After verifying that you have downloaded the correct opportunity information, click the "Download Application Instructions" button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the "File" button on the top tool bar. If you choose to save the file, click on "Save As" and save to the location of your choice.

- Click the "Back" Navigation button to return to the "Download Opportunity Instructions and Application" page. Click the "Download Application Package" button. The application package will open in the PureEdge Viewer.

- Click the "Save" button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select "Yes" to continue. After you click "Yes," the "Save Form" window will open.

- Save the application package to your desktop until after submission. Select a name and enter it in the "Application Filing Name" field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.

- Click the "Save" button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package

Note: This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the "Save" button at the top of the screen.

- Enter a name for your application package in the "Application Filing Name" field. This can be a name of your choice.

- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the "Open" button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.

  Mandatory forms include the: (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF424B); (3) Disclosure of Lobbying Activities (SF-LLL); (4) Standard Assurances; (5) Certifications Regarding Lobbying, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement; (6) Protection of Human Subjects Form and the (7) Privacy Certification & Confidentiality Requirements Form. These forms can also be viewed at www.ojp.usdoj.gov/forms.htm. Other Mandatory forms are the (1) Project Narrative Attachment Form; (2) Budget Narrative Attachment Form; (3) Budget Detail Worksheets; and (4) Other Attachments Form including tribal/board resolution, resumes of key personnel, position descriptions, letters of support, and Memorandum of Understanding (MOUs). Optional forms required for this solicitation include the Survey on Ensuring Equal Opportunity for Applicants.

- When you have completed a form or document, click the "Close Form" button at the top of the page. Your information will automatically be saved.

- Next, click to select the document in the left box entitled "Mandatory Documents." Click the "=>" button to move the form or document to the "Mandatory Completed Documents for Submission" box to the right.

- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click "Open." Click the "Add Mandatory Attachment" button to the left. The "Attach File" box will open. Browse your computer to find where your file is located and click "Open." The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the "Add Optional Attachment" button below the "Add Mandatory Attachment" button.

- An "Attachments" window will open. Click the "Attach" button. Locate the file on your computer that you would like to attach and click the "Open" button. You will return to the "Attach" window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.

- Once you have finished, click the "Done" button. The box next to the "Attach at Least One Optional Other Attachment" will now appear as checked.

Note: the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the "Close" button. Your information will automatically be saved.

Step 5: Submitting the Application

Note: Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the "Submit" button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on "Submit." This will take you to a "Summary" screen.

- If your "Submit" button is not activated, then click the "Check Package for Errors" button at the top of the "Grant Application Package" screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.

- Review the application summary. If you wish to make changes at this time, click "Exit Application" to return to the application package, where you can make changes to the forms. To submit the application, click the "Sign and Submit Application" button.

- This will take you to a "Login" screen where you will need to enter the user name and password that you used to register with Grants.gov in "Step 1: Registering." Enter your user name and password in the corresponding fields and click "Login."

- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.

- When finished, click the "Close" button.

Step 6: Tracking the Application

- After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at www.grants.gov. At the very top of the screen, click on the "Applicants" link. Scroll down the "For Applicants" page and click the "Login Here" button. Proceed to login with your user name and password that was used to submit your application package.

- Click the "Check Application Status" link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:

1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.

2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.

3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.

4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization's e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

APPLICATION REQUIREMENTS

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

1. Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that are to be completed. This form is included in the Grant Application Package and Application Instructions you will download at www.grants.gov/DownloadViewer.

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

3. Disclosure of Lobbying Activities (SF-LLL)

4. Project Narrative. The following items must be included in this section: project abstract, problem statement, project goals and objectives, project design/implementation plan including a detailed 3 year timeline, a draft assessment tool, project management and organizational capability statement, and plan for performance measurement and program evaluation.

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

   a. Project Abstract: The application should include a brief, one page summary that describes the purpose of the project, its goals and objectives, activities that will be implemented to achieve the project goals and objectives, methods, and outcomes.

   b. Problem Statement: The problem statement must describe the needs to be addressed by the proposed program; the problems experienced by the tribe in handling, investigating, and prosecuting cases of child abuse, child sexual abuse and severe physical abuse and any other issues related to serious child abuse in the tribal community. The application must include a description of other factors that contribute to the problem such as jurisdictional issues involved at the federal, state, tribal, and local levels. Other relevant data or statistical information that help quantify the problem, such as the number of cases reported, investigated, and substantiated; referred for services; and prosecuted in tribal, state, or Federal Court, should also be provided.

   c. Project Goals and Objectives: The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The

objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The following questions must be discussed:

1. What are your goals and objectives for each project year (Years1-2-3)? How will all of these objectives be accomplished?
2. How will your child abuse/child sexual abuse case load change as a result of the project? How do you plan to establish a child protection team or multidisciplinary team? How will cases be staffed?
3. How many cases are currently reported, substantiated, and prosecuted in tribal, state, and Federal Court? What tribal, state, or federal agency do you collaborate with to process the cases?
4. What products do you plan to develop?
5. What resources do you plan to use for the project on behalf of child victims? Explain.
6. How will the program improve investigative and judicial practices to minimize trauma to abused victims?
7. What practices and procedures will be used or enhanced to adapt investigative, prosecutorial, and judicial procedures to the needs and abilities of child abuse victims?
8. What methods, standards, or criteria will be used to assure that child abuse victims receive victim assistance, health, mental health, and social services needed to support them from the initial investigation to the resolution of the case? Please discuss.
9. Provide an explanation of the data collection methodology to assist you with responding to the performance measurements included in this solicitation.

Applications should include an education component that links and/or coordinates training for teachers in grades pre-K through high school.

d. Project Design/Implementation Plan (including a detailed 3 year timeline): The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives for the continuation project. 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. This section should also include detailed information on related topics such as project participants, data collection and analysis, project partners, interagency agreements or working agreements, and expected outcomes. Also include a list 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 responsibilities for the activities.

OVC recognizes that jurisdictional authority over child sexual abuse cases varies greatly among tribes. Hence, we seek innovative projects based on the unique jurisdictional characteristics of a particular tribal criminal justice, child protection, and service delivery system. OVC expects tribes that receive these grants to be actively involved in determining the manner in which these cases are administratively and judicially processed at the federal, state, and tribal levels. Tribes should coordinate child sexual abuse case referrals with appropriate state and federal authorities for prosecution and follow up with tribal prosecution when appropriate.

In addition, OVC encourages the use of multidisciplinary teams to respond to cases of child sexual abuse. This could also include specialized prosecutorial units for the investigation, referral, and prosecution of child abuse cases. Multidisciplinary teams that are developed or expanded as a result of this grant must include representatives from the federal, state, and tribal agencies that provide services to the tribe. These multidisciplinary teams should assist in clarifying the roles and responsibilities of all authorities involved in these cases, including social services, child protection services, Indian child welfare, medical services, law enforcement officials, and prosecutors.

Project funds **shall not** be used to replace or serve as a substitute for funds already used for existing multidisciplinary teams or child protective agencies (this is known as supplanting).

 e. Draft Assessment Tool: The goal of an assessment tool is to help organizations enhance their capacity to deliver support services. The assessment will help your organization reveal gaps in services, information dissemination and opportunities for improvement in service delivery. There any many methodologies used to conduct assessments including written surveys, electronic surveys, interviews, focus groups, and history data/research. **A draft of the assessment tool your organization will use must be included.** OVC TTAC has a Strategic Planning Toolkit designed to enhance your organization's ability to serve victims of crime. The Strategic Planning Toolkit is intended to function as a guide to use throughout the strategic planning process. To access the toolkit visit OVC TTAC at http://www.ovcttac.org. **(Click Technical Assistance Resources>OVC TTAC Products>Strategic Planning Toolkit)**

   f. 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 and current projects that will support the proposed project. Past projects that are related to the current efforts must also be included. The project management section should discuss staffing needs, project administration, financial management, and line of authority. 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.

   g. Plan for Measuring Progress and Outcome: The applicant must include a plan for evaluating the impact the project had on improving the investigation, prosecution, and overall handling of child abuse cases, particularly child sexual abuse cases. Therefore, the applicant must describe the criteria and units of measurement that will be used to assess the project's effectiveness. Examples of effectiveness measures include the number of abused victims served, the number of individuals trained, positive changes made by CPT as a result of having been trained, any new capacity or improved response to child victims that developed as a result of the training or the partnership program, the number and type of products disseminated, user satisfaction data, and the number of community awareness programs presented. Requests from the tribal community for materials and for repeat training are also strong indicators of success.

5. Budget Detail Worksheets: This section must include both the budget detail worksheets and budget narrative for **Year 1 of the project only**.

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

The applicant must submit both a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities. A sample Budget Detail Worksheet form that can be used as a guide to assist you in the preparation of the budget worksheet and budget narrative is available on OJP's Standard Forms & Instructions website at www.ojp.usdoj.gov/forms.htm .

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

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

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

Training. From time to time, program staff may be asked to participate in OVC-sponsored conferences, cluster meetings, or training sessions to demonstrate model practices, provide program materials and handouts, serve as trainers, or participate on discussion groups and panels. Consequently, applicants should include travel expenses for two key staff to attend at a minimum, one OVC-sponsored national conference and one post-award planning conference. For planning purposes, travel should be estimated for a Post-Award Conference, one trip to Washington, D.C., for 3 days and one trip to San Diego, California, or the National Indian Nations Conference for 5 days. Federal per diem rates may be used. Applicants should also budget an appropriate amount for an Internet service provider for access to OVC's Web page, and for e-mail capability to communicate with OVC staff and other grantees.

Applicants that receive annual fund of more than $100,000 must also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the applicant has previously attended this seminar. Specific information can be found at http://tech-res-intl.com/DOJ-OCtraining/.

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

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

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

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

Program Match. A match of 10 percent of total project costs is required for this grant program and will be applied each time the applicant submits an application. For example, a 10 percent match will be required for the initial 12-month grant and again for any supplemental funding. Match must be based on only allowable costs as stipulated in the Financial Guide. Volunteer time used as match must be based on rates which are consistent with regular rates paid for similar work in other organizations, i.e. such rates should be based on their fair market values. The in-kind match can be in the form of staff time, facilities, office space and utilities, employee details/loans, and agency partnerships. Cash is allowable in lieu of an in-kind match. If an applicant proposes using employees or other professionals, (e.g., forensic interviewer, law enforcement officer, IHS doctor), who will be detailed or loaned to the partnership as in-kind matches, letters of support or other documentation must be included to support the detail. All in-kind or match requirements must be shown on the detail worksheet and described in the budget narrative. Match is calculated as follows:

Example:	**$90,000**	**(Federal amount)**
Divided by:	**0.9**	**(Federal share i.e. 90%)**
=	**$100,000**	**(Total Project Costs)**
Multiplied	**0.1**	**(Applicant's share i.e. 10%)**
=	**$10,000**	**(Required Match)**

Fiscal Management. All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, accounting systems, audit requirements, and financial records. This guide can be accessed through the OJP website at http://www.ojp.usdoj.gov/FinGuide/.

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

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

Standard Assurances: The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement: Applicants are required to review and complete the certification form. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Non-procurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."

The authorizing official must review the Assurances and Certifications forms in their entirety. Access the appropriate Assurances and Certifications on OJP's Standard Forms & Instructions website at www.ojp.usdoj.gov/forms.htm .

Protection of Human Research Subjects. Applicants should be aware that some of their proposed activities, especially those related to conducting needs assessments or evaluation, may be covered and governed by the Department of Justice's regulations applicable to the protection of human research subjects and data confidentiality. The Department of Justice's regulations on the protection of human subjects of research (28 CFR Part 46) requires, amongst other provisions, that a fund recipient must maintain the confidentiality of identifiable information throughout the data collection process. Applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of information. For a sample Privacy Certificate and instructions for completing this form, please refer to OVC's Discretionary Toolbox at www.ovc.gov/fund/forms.htm.

Other Program Attachments: Other program attachments include tribal/board resolution, resumes of key personnel, position descriptions, letters of support, and MOUs.

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

funding expires. The applicant must demonstrate that the proposed partnership program has been discussed with and approved by the Tribal Council or Board of Directors.

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

Letters of support: Please provide letters of support from agencies at the federal, state, and local levels that are involved in handling, investigating, and/or prosecuting child abuse cases.

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

APPLICATION REVIEW CHECKLIST

FY 2006 Children's Justice Act Partnerships for Indian Communities Discretionary Grant Program

All applications must be submitted electronically through www.grants.gov. Please use this checklist to make sure your application is complete. Your online application must include:

Online Forms/Attachments:

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

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

___ **Disclosure of Lobbying Activities (SF-LLL)**

___ **Program Narrative:** The Program Narrative must include the following sections:

    ___ Project Abstract
    ___ Problem Statement
    ___ Project Goals and Objectives
    ___ Project Design/Implementation Plan (including 3 year timeline)
    ___ Draft Assessment Tool
    ___ Organizational Capability and Project Management
    ___ Plan for Measuring Progress and Outcome

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

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

___ **Assurances and Certifications:** The Assurances and Certifications must be electronically submitted by the authorizing official or the designated authorizing official as an attachment to the online application.
    ___ Standard Assurances
    ___ Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement
    ___ Protection of Human Research Subjects (As Applicable)

___ **Other Program Attachments:**
    ___ Tribal/Board Resolution
    ___ Resumes of key personnel/position descriptions
    ___ Letters of support
    ___ MOU (where appropriate)