

U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Office for Victims of Crime

**TRAINING AND TECHNICAL ASSISTANCE
FOR CHILDREN'S JUSTICE ACT (CJA)
PARTNERSHIPS FOR INDIAN COMMUNITIES
GRANTEES**

**FY 2006
APPLICATION GUIDELINES
FOR COMPETITIVE GRANT FUNDING**



Office for Victims of Crime
November 2005

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APPLICATION INFORMATION

The Office of Justice Programs (OJP) 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 6 for information on how to apply.

Application Due Date: Wednesday, March 1, 2006.

Award Amount: \$500,000.

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

Eligibility Requirements: Eligible applicants are nonprofit organizations including Faith-Based and Community Organizations that can provide hands-on training and technical assistance that is culturally relevant to American Indian and Alaskan Native (AI/AN) grantees. This applicant must have demonstrated the ability to provide culturally relevant training and technical assistance required 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.

Funding to Faith-Based and Community Organizations.

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OJP assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. OJP grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OJP grant funds; rather, such religious activity must be separate in time or place from the OJP funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OJP are

not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Background: The Children's Justice Act (CJA) Partnerships for Indian Communities Discretionary Grant Program (section 1402(g) of the Victim Compensation and Assistance Act, 42 U.S.C. 10601(g)) 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 effort is designed to ensure that these demonstration projects provide the training and technical assistance necessary to implement comprehensive programs.

Child abuse cases on Indian reservations may be investigated by tribal police, the Federal Bureau of Investigation, state and local authorities, and/or Bureau of Indian Affairs 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 Goal: To provide FY06 CJA grantees hands-on training and technical assistance that is culturally relevant. This training should be designed to enhance their ability to improve 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.

Purpose: To provide hands-on training and technical assistance that is culturally relevant to American Indian and Alaskan Native (AI/AN) grantees who have received funding through the FY06 CJA Partnerships for Indian Communities Discretionary Grant Program. It is anticipated that up to 25 grantees may require these training services.

Program Strategy: This project will provide the training and technical assistance required 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 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 Training and Technical Assistance (T&TA) provider is expected to establish and foster communications with all FY06 CJA grantees. This communication must include at least one onsite visit to conduct a thorough assessment of the grantee's T&TA needs and a review of their grant applications. The T&TA provider is then expected to develop a

comprehensive training and technical assistance strategy for delivering training. The training plan should include information on the types of training or technical assistance to be provided, the location where the assistance will be provided, the consultants to be used, anticipated attendance, why a particular mode of training or technical assistance was selected, the estimated cost of the training, the method for assessing the effectiveness of the training, the time period during which the training and/or technical assistance is to be provided, and a plan for responding to requests for follow up training and technical assistance. While OVC encourages the maximum use of Internet, fax, and telephone communication capabilities, these are not to serve as the only method of providing T&TA.

It is important that the T&TA provider develop and prioritize a training plan that maximizes available resources. The T&TA provider 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 T&TA provider will continue working 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 grantee:

1. Provide onsite assessments of the CJA grantee to determine the need for training and technical assistance.
2. Provide strategies for grantees to utilize a multidisciplinary approach to promote partnerships and victim services delivery.
3. Develop a training strategy, curriculum, and plan to deliver/conduct the training and technical assistance.
4. 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.
5. Assist grantees in developing protocols, manuals, curricula, and other victim-related materials that will help improve the investigation, prosecution, and treatment of child abuse and child sexual abuse cases.
6. Identify and collect exemplary program materials to be disseminated among CJA grantees, such as tribal codes, training manuals and agendas, Memoranda of Understanding (MOU), and child protection team (CPT), and multidisciplinary team (MDT) policies and procedures.
7. Design, develop, and disseminate Indian-specific resource materials.
8. Provide a written after-action report within 30 days of each training event.

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. 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 culturally relevant skills-building training and technical assistance to American Indian and Alaskan Native grantees who have received funding through the CJA Partnerships for Indian Communities Discretionary Grant Program.
2. Number and type of educational products disseminated.
3. Percent increase in the number of CPT/MDT members and other professionals trained in child abuse issues.

Program Goal/Objective	Performance Measures	Data to be reported
<p>To provide FY06 CJA grantees hands-on training and technical assistance that is culturally relevant. This training and technical assistance should be designed to enhance their ability to improve 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.</p>	<p><u>Outcomes</u></p> <p>Improve strategies for grantees to utilize a multidisciplinary approach to promote partnerships and victim services delivery.</p> <p>Increase training of professional to enable grantees to improve the handling of child abuse cases.</p> <p><u>Outputs/Activities</u></p> <p>Develop a training strategy, curriculum, and plan to deliver/conduct the training and technical assistance.</p> <p>Provide onsite individualized training, regional training sessions, cluster meetings, and/or telephonic technical assistance.</p> <p>Assist grantees in developing protocols, manuals, curricula, and other victim-related materials that will help improve the investigation, prosecution, and treatment</p>	<p>Percent increase in the number of culturally relevant skills-building training and technical assistance to American Indian and Alaskan Native grantees who have received funding through the CJA Partnerships for Indian Communities Discretionary Grant Program.</p> <p>Number and type of educational products disseminated.</p> <p>Percent increase in the number of CPT/MDT members and other professionals trained in child abuse issues.</p>

Program Goal/Objective	Performance Measures	Data to be reported
	<p>of child abuse and child sexual abuse cases.</p> <p>Identify and collect exemplary program materials to be disseminated among CJA grantees, such as tribal codes, training manuals and agendas, Memoranda of Understanding (MOU), and child protection team (CPT), and multidisciplinary team (MDT) policies and procedures.</p> <p>Design, develop, and disseminate Indian-specific resource materials.</p>	

Contact Information:

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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."

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.

Authorized Organization Representative and Individuals:

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-2006-1188. 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 Training and Technical Assistance for CJA Grantees 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 project narrative should not exceed 25 double-spaced pages and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

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 project's goals and objectives, methods, and the outcomes.

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

Project Goals and Objectives: The grantee must identify the specific goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The 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.

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, as well as a description of the interim deliverables and products. It should 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 responsibility for the activities.

Organizational Capability and Project Management: The grantee must provide a discussion of the organization's capability for developing and packaging a comprehensive T&TA program. Information should be included on the organization's mission, current projects that will support the program, and past projects that are related to the current efforts. The project management section should discuss the staffing needs, project administration, financial management, and line of authority for 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.

Plan for Measuring Progress and Outcome: The grantee must include a plan for assessing the project's effectiveness and evaluating the impact of the project in improving the skills of service providers and criminal justice personnel who work with crime victims in Indian country. The grantee should describe the criteria and units of measurement that will be used. The evaluation should include the number of individuals trained, a list of training participants, any new capacity 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.

5. Budget Detail Worksheets: (including budget worksheet and budget narrative). The grantee 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 grantee 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.

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

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

Training. Applicants should plan to attend an annual OVC Post-Award conference. Include in the budget detail worksheets all estimated travel expenses. 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/>.

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 associate 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. There is no cash or in-kind match required for this grant program.

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/>.

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 (Nonprocurement) 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.

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 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 as needed. Please **do not** attach photographs or maps.

APPLICATION REVIEW CHECKLIST

FY 2006 Training and Technical Assistance for CJA Partnerships for Indian Communities Grantees

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
 - 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:**
 - Resumes of key personnel/position descriptions
 - Letters of support
 - MOU (where appropriate)