

U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Office for Victims of Crime

**10th NATIONAL INDIAN NATIONS:
JUSTICE FOR VICTIMS OF CRIME CONFERENCE**

COOPERATIVE AGREEMENT



**Office for Victims of Crime
Federal Assistance Division
FY 2005**

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**10th National Indian Nations: Justice for Victims of Crime Conference
Cooperative Agreement**

Application

Introduction: This cooperative agreement provides instructions to assist applicants in preparing and submitting applications for the **10th National Indian Nations: Justice for Victims of Crime Conference**. The Office for Victims of Crime (OVC) requires that all applications be submitted through the OJP Grants Management System (GMS). Applications submitted via GMS must be in the following word processing formats—Microsoft Word (*.doc*), PDF files (*.pdf*), or Text documents (*.txt*). GMS can be accessed online at <http://www.ojp.usdoj.gov/fundopps.htm>. See page 5 for **How To Apply** information.

Application Due Date: June 23, 2005.

Award Amount: \$500,000.

Award Period: 24 months.

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Background: Through the Tribal Victim Assistance Discretionary Grant Program, OVC supports approximately 35 tribal-based victim service programs. Through the Children's Justice Act Partnerships for Indian Communities Discretionary Grant Program (CJA), OVC provides funding to approximately 25 tribes and Indian organizations to improve the investigation, prosecution, and case management of child physical and sexual abuse. Each of these demonstration programs has separate training components, making it necessary and important to provide national-scope training.

Since 1988, OVC has sponsored nine national conferences attended by people from the tribal, state, and federal levels, who were interested in crime victims and crime victim services in Indian Country. The conferences provided attendees with information, training, and products to help improve the services and the delivery of services for crime victims. Conferences have been an excellent opportunity for attendees, including victim advocates, prosecutors, law enforcement officials, judicial personnel, social services personnel, health/mental health professionals, and others, to meet and exchange a wealth of knowledge, experiences, and ideas about providing assistance to crime victims. The conferences became forums, allowing people of many occupations, backgrounds, philosophies, and experiences to inform and enrich each other professionally by sharing their successes, challenges, lessons learned, best practices, effective skills/training, practicable models, disappointing outcomes, rewarding achievements, visions for the future, and enthusiasm. To increase and enhance the attendees' capability to provide

services to crime victims, conferences offered an array of classes, workshops, meetings, speeches/talks, roundtables, victim service trainings, demonstrations, and publications and videos. In addition, conferences often presented models for coordinating tribal, federal, state, and local resources to improve the response to crime victims in Indian country.

Purpose: The purpose of this cooperative agreement is to assist OVC in planning and implementing the **10th National Indian Nations: Justice for Victims of Crime Conference** for victim service providers and criminal justice professionals involved in providing services to and addressing the needs and rights of crime victims in Indian Country.

Goal: The goal of this cooperative agreement is to provide training and “best practices” resources to increase and enhance the skills of victim service providers, criminal justice professionals, and other allied professionals in order to improve their response to the needs of American Indian and Alaskan Native crime victims.

Objectives:

1. To assist OVC in conducting a needs assessment and in planning and developing a conference agenda.
2. To administer and manage, in coordination with OVC, the planning and monitoring of progress throughout the cooperative agreement.
3. To support the travel of tribal representatives to the conference through the award of scholarships approved by OVC.
4. To develop a conference Web site; to provide speaker, exhibitor, and attendee conference support; to provide online registration; and, to develop conference graphics and conference materials, all in conjunction with OVC.
5. To assist OVC in presenting a 3-day national conference.
6. To assist OVC with post conference summary and evaluation.

Cooperative Agreement Strategy: The cooperative agreement recipient will assist OVC in sponsoring a 3-day national training conference to meet the goal and purpose stated above. The recipient will review conference evaluations and submit a report of the evaluations with recommendations for future training and technical assistance strategies in Indian Country.

OVC will fund one cooperative agreement with this offering. Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities. OVC is responsible for the general oversight and redirection of the cooperative agreement, if necessary, and OVC will review and approve all activities in the requirements under the various stages enumerated in the cooperative agreement. In a timely manner, OVC will review, approve, and suggest modifications regarding the selection of all key personnel and consultants and the identification and development of all assessments, plans, manuals, and documents to be used during this cooperative agreement. OVC and the recipient will share responsibility for the coordination of topics addressed and services rendered. Where appropriate, the recipient will act jointly with OVC to determine modifications to the cooperative agreement plan and to budget and design data collection instruments. In executing this responsibility, OVC requires that its cooperative agreement monitor meets periodically with the recipient (as determined by OVC) throughout the life of the cooperative agreement to discuss activities, plans, problems, and solutions. Responsibility for the day-to-day functions of the cooperative agreement rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.

The recipient of this cooperative agreement will work closely with OVC in implementing the logistical and administrative support for this conference. The logistical activities will include, but are not limited to—assisting with tribal training needs assessment; compiling information on victim assistance support and service delivery in Indian country; organizing conference planning; coordinating participation by tribal, federal, state, and local representatives; identifying potential hotels; developing a timeline, date, theme, and conference site; developing speaker invitation packets, providing speaker support; conducting and managing online registration; developing the conference agenda and conference graphics; providing onsite management of all aspects of the conference; and, evaluating conference delivery.

In coordination with OVC, the recipient will facilitate the submission of informational materials from the workshop presenters for inclusion in a conference manual or compact disc (CD). The recipient will collect and compile information for the manual that supports the training, and the recipient will coordinate other matters such as paying consultants and workshop presenters, retaining an artist to create artwork, and collecting conference registration fees. With OVC approval, the cooperative agreement recipient will arrange the conference facilities, will print and disseminate conference brochures that contain scholarship applications and information (see more scholarship information below), and will award the scholarships according to criteria established with and approved by OVC.

One-third of the cooperative agreement funding will be used to support scholarships that may include travel, lodging, per diem, and registration fees for tribal participants who otherwise would not be able to attend the conference. Priority will be given to tribal victim advocates, tribal representatives

attending as part of a multidisciplinary team, Tribal Victim Assistance grantees, Children's Justice Act Partnership grantees, and others involved in providing crime victim services during the management of victim assistance and/or child abuse cases.

Eligibility Requirements: Applicants are invited from public agencies, including tribal colleges, universities, and private, nonprofit tribal organizations. The applicant must have knowledge of and/or experience in working with victims of crime in Indian Country. The applicant must also demonstrate the ability to organize and conduct national-scope training and technical assistance, including experience in managing and developing curricula.

Evaluation: The applicant must include a plan for performing a basic evaluation of the cooperative agreement and its results, including the performance measures identified below and other appropriate performance indicators. The applicant should follow the guidelines provided in the Plans for Measuring Progress and Outcomes section of the Cooperative Agreement Narrative (see instructions in Section II).

Performance Measurement: To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this cooperative agreement notifies applicants that they are required to collect and report data that measure the results of the cooperative agreement implemented with this grant. To ensure accountability of these data, for which the Office for Victims of Crime is responsible, the applicant must monitor the following performance measures:

1. Number of professionals trained from tribal organizations and community-based organizations, as well as federal, tribal, state, and allied professionals serving crime victims in Indian Country.
2. Summary report of evaluative information and future training and technical assistance strategies/needs from evaluations distributed at the conference.
3. Number and type of educational materials and products that are developed and disseminated.

Selection Criteria: Applications that OVC determines to be in compliance with this cooperative agreement will be reviewed and evaluated competitively against the criteria below. The requirements of each criterion are explained in the Cooperative Agreement Narrative, Attachment 2.

1. **Problem Statement (10 points).**
2. **Cooperative Agreement Goals and Objectives (20 points).**

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- 3. Budget and Budget Narrative (10 points).**
 - 4. Project Design/Implementation Plan (30 points).**
 - 5. Organizational Capability Statement (20 points).**
 - 6. Plan for Measuring Progress and Outcome (10 points).**

How To Apply: Applications will be accepted only through OJP's Grants Management System (GMS). You can access this online application system at www.ojp.usdoj.gov/fundopps.htm. As applicants work through the online application process, they may call GMS for technical assistance toll free at 1-888-549-9901. To begin the online application process, see the Quick Start Guide to Using the OJP Online Grants Management System on the next page.

Quick Start Guide to Using the OJP Online Grants Management System

Step 1. Use an established Internet account and go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures Handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens.

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

Step 3. Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the FY 2005 10th National Indian Nations: Justice for Victims of Crime Conference Cooperative Agreement, and begin working on it. **You must do this to complete the registration process! Within 7 days, applicants will receive e-mail confirmation from OVC that they are eligible to submit an application.** Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. The applicant must create a separate GMS account for each application being submitted.

Please Note: Applicants must ensure that the information about the authorizing official and alternate contact is entered correctly. The authorizing official, also called the signing authority, is the person in your organization who is authorized to accept grant funds. When the person applying online is not the signing authority, the person online must list the authorizing official's name and contact information, where appropriate.

Questions or problems? Applicants who have questions should refer to the online handbook or access the applicable help screens. If the questions are not answered by accessing the online GMS reference tools, the applicant may call the toll free GMS Hotline, 1-888-549-9901. Previous users should use the GMS Hotline to contact GMS if they are having difficulty with their user ID or password.

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

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments—Budget Detail Worksheet, Cooperative Agreement Narrative, and Other Cooperative Agreement Attachments. (See the Application Requirements on page 8 and the Application Review Checklist on page 15 for detailed instructions about the information to include in each of these attachments.) Please note that applicants must upload one (1) file per attachment. Only the most current file uploaded to the appropriate

attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online by clicking the “Submit” button. The GMS system will notify the applicant that the application has been received and sent to OVC, and provide an application identification number for future reference. Applicants who have questions about GMS or need technical assistance in applying online should contact GMS using the toll free **GMS Hotline, 1-888-549-9901, Monday through Friday, 7 a.m. to 9 p.m. ET (except federal holidays).**

**10th National Indian Nations: Justice for Victims of Crime Conference
Cooperative Agreement**

Application Requirements

Required Submissions: Applicants for the **FY 2005 10th National Indian Nations: Justice for Victims of Crime Conference** must submit the following information online through the Office of Justice Programs' (OJP's) Grants Management System (GMS).

1. Application for Federal Assistance, Standard Form 424.
2. Assurances and Certifications.
3. Cooperative Agreement Attachments.

GMS no longer requires a minimum of three (3) files to be uploaded before an application can be submitted into the system. Now, the system requires only one (1) file to be attached to the application before it can be submitted. The user is still required to follow all programmatic guidelines in the cooperative agreement on the required files to be attached to the online application in GMS.

Attachment 1. Budget Detail Worksheet: Includes the budget worksheet and budget narrative. The applicant must include the words "Budget Detail Worksheet" in the name of the file uploaded into the system.

Attachment 2. Cooperative Agreement Narrative: Includes the Abstract; Problem Statement; Goals and Objectives; Design/Implementation Plan and Time-task Line; Management and Organizational Capability Statement; and a Plan for Measuring Progress and Outcomes. The applicant must include the words "Cooperative Agreement Narrative" in the name of the file to be uploaded into the GMS system.

All Remaining Attachments: These may include resumes of key personnel, position descriptions, letters of support, memoranda of understanding, and other attachments, as needed. These files may be combined or uploaded individually. Each file that is uploaded into the system should be clearly named to identify the information it contains. Detailed instructions and descriptions of each of the required elements are provided below. In addition, an **Application Review Checklist** has been provided for your convenience on page 15.

Note: Applications that do not include **all required elements** will not be considered for funding.

Application for Federal Assistance (SF-424): Used by most federal agencies, this standard form contains 18 items to be completed online in the Overview, Applicant Information, and Cooperative Agreement Information sections of OJP's Grants Management System (GMS).

Assurances and Certifications: Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, telephone number, fax number, and e-mail address of the authorizing official have been entered correctly on the online forms.

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

■ **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement:**

Applicants are required to review and check the box on the certification form included in the online application process. This form commits the applicant to comply 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).”

Note: Before signing the certifications, applicants should be aware that 18 U.S.C. § 1913, the Anti-Lobbying Act, was recently amended to significantly expand the restrictions on use of appropriated funding for lobbying and to make the anti-lobbying restrictions enforceable via large civil penalties with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this cooperative agreement may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP/OVC. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Other Required Assurances:

■ **Faith-Based Organizations:** Consistent with President Bush’s Executive Order 13279, December 12, 2002, it is now OVC policy that faith-based and community-based organizations that statutorily qualify as eligible applicants under OVC programs are invited and encouraged to apply for assistance awards. Faith-based and community

organizations will be considered for awards on the same basis as other eligible applicants. If they receive assistance awards, they will be treated on an equal basis with nonfaith-based and community-based organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated 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.

- **Civil Rights Compliance:** All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. In the event that a court of an administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, genders, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the findings to the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.
- **Services to Limited-English-Proficient (LEP) Persons:** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program’s Office for Civil Rights, telephone 202–307–0690, or write to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW., 8th Floor, Washington, D.C. 20531.
- **Protection of Human Research Subjects:** Applicants should be aware that some of their proposed activities, especially those related to conducting a needs assessment or an 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) require that, in brief, before Federal funds are expended on research involving human subjects, the research activity must be submitted to an institutional review board for approval and that subject informed consent procedures be followed. In addition, the Department’s regulations in 28 CFR Part 22 require that, if OVC funds are used to collect, analyze, or otherwise use information identifiable to a private person as part of a research activity paid for out of OVC funds,

a fund recipient must maintain the confidentiality of the identifiable information throughout the data collection process and thereafter. Part 22 also requires that such identifiable information may only be disclosed as authorized by 42 U.S.C. § 3789g and 28 CFR Part 22, i.e., for research purposes. In this connection, 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 assures that the applicant understands its responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is used or revealed only in accordance with the requirements of 42 U.S.C. § 3789g and 28 CFR Part 22.

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

Budget Detail Worksheet (Attachment 1): 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 funds will be used to plan, develop, and produce the training conference; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, and (3) provides a supporting budget narrative to link costs with cooperative agreement implementation. See below for more information about the budget narrative.

The applicant must submit both a budget worksheet and a budget narrative in one (1) file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to the cooperative agreement activities. Available on OJP’s Web site (www.ojp.usdoj.gov/oc) is a sample Budget Detail Worksheet form that the applicant may use as a guide to assist in the preparation of the budget worksheet and budget narrative. Click on Standard Forms, then go to the budget detail worksheet.

- **Budget Worksheet:** This must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the cooperative agreement for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative:** This should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or

supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget worksheet, particularly supplies, travel, and equipment, as well as demonstrate that all costs are reasonable.

Note: The total costs specified in the Budget Detail Worksheet must match the total amount requested by the applicant.

Cooperative Agreement Narrative (Attachment 2): The narrative describes the cooperative agreement and shall not exceed 25 double-spaced pages. The narrative must include six (6) sections—Abstract, Problem Statement, Goals and Objectives, Design Implementation Plan, Organizational Capability and Management Statement, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Abstract:** The application must include a brief, 1-page summary that describes the cooperative agreement’s purpose, goals, and objectives as well as the activities to be implemented by the cooperative agreement.
- **Problem Statement:** The application must describe the needs to be addressed by the proposed cooperative agreement and the problems tribal staff experience in accessing effective training on victim issues. Also, the applicant must describe other factors that contribute to the problem, such as jurisdictional issues at the tribal, local, state, or federal level.
- **Goals and Objectives:** The applicant must specify the goals and objectives of the cooperative agreement. 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.
- **Design/Implementation Plan:** The applicant must describe the cooperative agreement strategy and discuss how it will address the identified problems and support the goals and objectives. Also, the implementation plan must describe how the cooperative agreement will implement all components and describe the interim deliverables and products. The applicant must include a list of major events, activities, and products, and a timetable for completion of the objectives. A time-task plan establishes timeframes for accomplishing activities and identifies staff responsibilities for the activities.
- **Organizational Capability and Management Statement:** The applicant must discuss the organization’s capability to develop and package a comprehensive program that addresses the training needs of victim advocates, criminal justice personnel, social services personnel, law enforcement, and other allied professionals involved in responding to crime victims in Indian

Country. Include information on the organization's mission, any current cooperative agreements that will support the proposed project and any past cooperative agreements that are related to the current efforts. In the cooperative agreement management section, discuss the staffing needs, program administration, financial management, and the line of authority. Summarize the staff capabilities, roles, and responsibilities in this section. Include the job descriptions and copies of resumes for proposed key staff positions in Attachment 3.

- **Plan for Measuring Progress and Outcomes:** Applicants must include a plan to assess the cooperative agreement's effectiveness. Applicants should describe the criteria and units of measurement that will be used and describe how they will assess performance in attaining identified outcomes.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs and cooperative agreements, indicating whether they are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information about the progress and impact of grants and cooperative agreements. Increasingly, these findings will provide justification for continuing OVC's discretionary grant programs and cooperative agreements. Prior to submitting their application, applicants must coordinate with their cooperative agreement monitor to determine the appropriate performance measures to include in their application's plan for measuring progress and outcomes.

Other Cooperative Agreement Attachments (Attachment 3): These files may be uploaded individually or in combination and may include the following:

- **Resumes of key personnel:** This provides resumes of key personnel and/or job descriptions that outline the roles and responsibilities of all positions currently vacant.
- **Letters of support:** The applicant must provide letters of support from agencies and organizations whose support and collaboration is integral to the successful implementation of the cooperative agreement (if applicable).
- **Other attachments:** As needed.

Reporting Requirements

Reports:

Financial Status Report (SF 269-A): Due quarterly, no later than the 45th day following the end of each calendar quarter, this report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent. Submit your financial reports online at <https://grants.ojp.usdoj.gov>.

Single Audit Report: An organization-wide financial and compliance audit report must be filed by recipients who expend \$500,000 or more of federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. All completed audit reports for State and local governments, institutions of higher education, and nonprofit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, Indiana 47132.

Semiannual Progress Report: Funding recipients must submit this progress report that describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. Due 120 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. OJP will provide the format for the report. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS system. To address your questions about GMS, call the GMS Help Desk toll free at 1-888-549-9901.

**10th National Indian Nations: Justice for Victims of Crime Conference
Cooperative Agreement**

Application Review Checklist

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS), which can be accessed at www.ojp.usdoj.gov/fundopps.htm.

Applications submitted via GMS must be in the following word processing formats—Microsoft word (*.doc*), PDF files (*.pdf*), or Text documents (*.txt*). Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can obtain a DUNS number at no cost by calling the toll free, dedicated DUNS number request line, 1-800-333-0505.

Please use this checklist to make sure your application is complete. Your GMS application must include the following:

Online Forms:

_____ **Application for Federal Assistance (Standard Form 424):** The applicant may generate this form by completing the onscreen Overview, Applicant Information, and Cooperative Agreement Information screens in GMS.

_____ **Assurances and Certifications:** The authorizing official or the designated authorizing official of the applying organization must review and accept these electronically.

Attachments (Minimum of 1): GMS no longer requires that a minimum of three (3) files must be uploaded before an application can be submitted into the system. Now the GMS system requires the attachment of only one (1) file to the application before it is submitted. The user is still required to follow all programmatic guidelines outlined in the cooperative agreement on the required files to be attached to the online application in GMS.

_____ **Budget Detail Worksheet (Attachment 1):** The applicant must present a detailed budget that itemizes all proposed costs. It must include a budget narrative that provides justification for all proposed costs.

_____ **Cooperative Agreement Narrative (Attachment 2):** This must include the following:

_____ Cooperative Agreement Abstract.

_____ Problem Statement.

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- _____ Goals and Objectives.
 - _____ Cooperative Agreement Design/Implementation Plan.
 - _____ Organizational Capability and Cooperative Agreement Management Statement.
 - _____ Plan for Measuring Progress and Outcome.
 - _____ **All Remaining Attachments:** These files may be uploaded individually or in combination. Clearly name each file to be uploaded to reflect the information it contains.
 - _____ Resumes of key personnel/position descriptions.
 - _____ Letters of support.
 - _____ Memoranda of understanding (where appropriate).

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