



Office for Victims of Crime

FY 2003 Application Guidelines

John W. Gillis, Director

OVC

Children's Justice Act Partnerships For Indian Communities (CJA) Discretionary Grant Program

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

APPLICATION DEADLINE:
May 29, 2003

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street, NW.
Washington, DC 20531

John Ashcroft
Attorney General

Deborah J. Daniels
Assistant Attorney General

John W. Gillis
Director
Office for Victims of Crime

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

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

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

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Application Guidelines

FY 2003 Children's Justice Act Partnerships for Indian Communities (CJA) Discretionary Grant Program

Application Information

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

Due Date

Application Due Date: May 29, 2003.

Award Amount

OVC has allocated \$1,000,000 for this grant program in FY 2003. No set number of awards has been established and award amounts will vary depending on the child abuse problem identified, the number of child abuse victims to be served, and the types of services to be provided by individual applicants.

Award Period

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.

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 child abuse victims.

Purpose

The purpose of this program is to assist Indian communities in 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. The funding will support the development and implementation of comprehensive child abuse programs, as well as child sensitive policies and procedures, for addressing child abuse cases in the tribe's criminal justice and child protection service systems.

Background

The Children's Justice and Assistance Act was passed in 1986 to provide funds to states 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 165 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. They have

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established, expanded, and trained multi-disciplinary and child protection teams; 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, 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 Strategy

This solicitation invites applicants to conceptualize, develop, and implement a 3-year partnership program to improve the investigation and prosecution of child abuse cases, particularly cases of child sexual abuse. The partnership program is not intended to fund separate projects within tribal governments. Rather, it 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 the investigation and prosecution, to the resolution of the case in an effective and timely manner.

Grant recipients will reapply for funding after 12 months and must show significant progress in meeting the goals and objectives of the grant. An “in-kind match” of 10 percent is required. The purpose of the in-kind match is to obtain tribal investment in

the program from the beginning of the grant award, thereby enhancing the tribe’s ability to institutionalize the program after OVC funding ends. Hard match is allowable in lieu of in-kind match. See the “Budget” section for more information on the in-kind match requirements.

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.

Prior to submission of the application, applicants are encouraged to discuss the proposed partnership with their Tribal Chairperson, Tribal Council, and other tribal agencies, and to solicit their support and approval of the partnership for the life of the program.

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 which measure the results of the program implemented with this grant. To ensure accountability of these data, for which the Office for Victims of Crime is responsible, the following performance measures will be monitored:

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1. Number of child abuse/sexual abuse victims identified and served.
2. Number of child abuse/sexual abuse prosecutions at the tribal level.
3. Establishment of multidisciplinary teams (MDTs) or child protection teams(CPTs).
4. Number of MDT/CPT members and other professionals trained in child abuse issues.

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, P. L. 93-638, 25 U.S.C., Section 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 which is controlled, sanctioned, or chartered by such governing body or which 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.

Selection Criteria

Applications that are determined to be in compliance with this solicitation will be reviewed and evaluated competitively against the following criteria. The requirements of each criteria is explained in the Program Narrative section, attachment #2.

1. **Tribal/Board Resolution (10 points)**
2. **Problem Statement (10 points)**
3. **Project Goals and Objectives (15 points)**
4. **Budget and Budget Narrative (10 points)**
5. **Project Design/Implementation Plan (25 points)**
6. **Organizational Capability Statement (20 points)**
7. **Plan for Measuring Progress and Outcome (10 points)**

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

How To Apply

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

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

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Application Review Checklist

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

Online Forms

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

Attachments (3)

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

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

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

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

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

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

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

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

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

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

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Application Requirements

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

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

Detailed instructions and descriptions of each of the required elements are provided below. An Application Review Checklist has been provided for your convenience (see page 5). **Note:** Applications that do not

include all of the required elements will not be considered for funding.

Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that are to be completed online in the Overview, Applicant Information, and Project Information sections of OJP's Grant Management System.

Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

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

Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement. Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension

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

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

Budget Detail Worksheet (Attachment #1)

The applicant must provide a detailed budget that: (1) is complete, allowable, cost-effective in relation to the proposed activities, and accurately 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 to link costs with project implementation (see below for more about the budget narrative).

Applicants must submit both a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities.

Budget Worksheet. The budget worksheet must list the cost of each budget item and show how the costs was 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 through grant funds. The budget worksheet should present a

complete and detailed itemization of all proposed costs.

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

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

An in-kind match of 10 percent 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. The in-kind match can be in the form of staff time, facilities, office space and utilities, employee details/loans, and agency partnerships. Hard match is allowable in lieu of 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 match, letters of support or other documentation must be included to support the detail. All in-kind or hard match must be shown on the

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detail worksheet and described in the budget narrative.

From time to time, program staff may be asked to participate in OVC-sponsored conferences, cluster meetings, and/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-awards planning conference. For planning purposes, travel should be estimated for one trip to Washington, D.C. for 3 days and one trip to San Diego, CA, or the National Indian Nations Conference for 5 days. Federal per diem rates should 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.

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

Project Narrative (Attachment #2)

The project narrative should not exceed 25 doubled-spaced pages and must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management Statement, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **2a. Project Abstract:** The application should include a brief, one page summary that describes the purpose of the project, goals and objectives, the activities that will be implemented to achieve the projects's goals and objective, methods, and the outcomes.
- **2b. Problem Statement:** The problem statement must describe the needs to be addressed by the proposed program, the problems experienced by the tribe in handling, investigating, and prosecuting cases of child abuse/sexual 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, tribal, state, and local levels. Other relevant data or statistical information on the number of cases reported, investigated and substantiated, referred for services, and prosecuted in tribal, state, or Federal Court that help quantify the problem should also be provided.
- **2c. 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.

If the applicant has received CJA funding previously or is ongoing, the proposal must describe what progress has been made in meeting the goals and

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objectives for the project over the last twelve months. Applicants should also briefly describe key successes and challenges that the project faced.

■ 2d. Project Design/Implementation

Plan: The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. In addition, the implementation plan must include a description of how the project will implement all project components, and a description of the interim deliverables and products. 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. In instances where the applicant has previously received CJA funding, the improvements, achievements, and products developed under the previous grant must be discussed in detail. Also include a listing of the major events, activities, products, and a timetable for completion of the objectives. A time-task plan establishes timeframes for accomplishing activities and sets out staff responsibility for the activities.

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 tribal, state, and federal levels. Tribes should coordinate child sexual abuse case referrals with the appropriate state and federal authorities for prosecution and followup 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 tribal, state, and federal agencies that provide services to the tribe. These multidisciplinary teams should assist in clarifying 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).

■ 2e. Organizational Capability and

Project Management: The applicant must provide a discussion of the organization's capability for developing and packaging a comprehensive program that addresses the investigation, prosecution, case handling, and treatment of child physical and sexual abuse. Information should be included on the organization's mission, current projects that will support the proposed

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project, and past projects that are related to the current efforts. The project management section should discuss the staffing needs, project administration, financial management, and line of authority of the project. Staff capabilities and roles and responsibilities should also be summarized in this section. Job descriptions and copies of resumes for the proposed key staff positions should be included in attachment #3.

- **2f. Plan for Measuring Progress and Outcome:** The applicant must include a plan for evaluating the impact of the project in 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 number of abused victims served, number of individuals trained, positive changes that the child protection team has made as a result of having been trained, any new capacity or improved response to child victims that was 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 for materials and for repeat training are also strong indicators of success.

Program Attachments (Attachment #3)

The Other Program Attachments file must include the following materials:

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