
U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Office for Victims of Crime

**Training and Technical Assistance for Counseling
for Crime Victims in Indian Country
by Faith-Based Organizations Grantees**

FY 2005

Application Guidelines



Office for Victims of Crime

February 2005

Contents

| | |
|---------------------------------------------------------------------------------------------|----|
| Application Information | .1 |
| Application Requirements | 4 |
| Budget Detail Worksheets | 4 |
| Project Narrative | 4 |
| Due Date | 5 |
| Contact Information. | 5 |
| How to Apply | 6 |
| Quick Start Guide to Using Office of Justice Programs' Online Grants Management System. ... | 7 |
| Application Review Checklist. | 8 |
| Attachment Checklist. | 9 |

Application Information

FY 2005 Training and Technical Assistance for Counseling for Crime Victims in Indian Country by Faith-Based Organizations Grantees

The Office of Justice Programs (OJP) requires you to submit applications for funding 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. Your final application will only be accepted electronically through the GMS online application system at www.ojp.usdoj.gov/fundopps.htm. Please see page 6 for information on how to apply.

Application Due Date. March 31, 2005.

Award Amount. Up to \$250,000 is available in FY 2005.

Award Period. Twelve (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 training and technical assistance (T&TA) provided, and the availability of federal funds.

Purpose. The purpose of this award is to support the FY 2004 Faith-Based Counseling for Crime Victims in Indian Country award recipients by providing culturally relevant training and technical assistance (T&TA). This T&TA should use various collaborative models to build partnerships between local victim assistance programs and the faith-based community. It is anticipated that up to eight (8) grantees may require these training services. This training will ensure services to crime victims and will support the creation of collaborative models for local victim assistance programs in American Indian/Alaska Native (AI/AN) communities.

Background/Problem Statement. The high rate of crime in AI/AN communities and villages is reflected in numerous studies that demonstrate the need for victim assistance programs to help victims cope with and heal from crime victimization. Many rural, remote AI/AN communities are isolated, impoverished, and lack victim assistance services.

Crime victims, like others in crisis, turn to spiritual leaders for support in times of need. As members of the clergy, spiritual leaders and traditional healers are often experienced with issues arising from a range of social justice problems. However, frequently they are not familiar with the particular dynamics of crime victimization. In contrast, victim assistance programs and providers possess the knowledge and practical resources necessary to respond to the immediate needs of crime victims. However, victims' programs and providers may not be so well equipped to address the profound spiritual crisis brought on by a criminal act.

This award will provide the T&TA needed to continue to encourage and strengthen the collaboration between victim services programs, traditional healers, and other faith-based clergy. It will also provide comprehensive T&TA to ensure the successful establishment and implementation of victim assistance programs in the AI/AN communities.

Program Strategy. This solicitation provides T&TA to FY 2004 Faith-Based Counseling for Victims of Crime in Indian Country award recipients so they may continue to implement innovative programs to improve the delivery of faith-based counseling services to crime victims by establishing and improving the partnership between faith-based organizations, spiritual leaders, traditional healers, and victim services programs in AI/AN communities. Counseling services should be made available to all victims, regardless of faith or religious belief. OVC will continue to support projects that address the needs of unserved and underserved victims, particularly those victimized by crimes such as child abuse, sexual assault, homicide, elder abuse, driving while intoxicated, and gang violence.

OVC recognizes that requests for T&TA may exceed the availability of resources. Therefore, it is important that the grantee develop and prioritize a training plan that maximizes available resources. Project costs should cover the development and printing of materials needed to implement the training, and they should cover travel and per diem expenses for staff and consultants.

Specific tasks to be performed by the grantee:

1. Assess and identify the grantees' needs for training and technical assistance.
2. Assist grantees with developing a needs assessment tool to determine unmet needs in the AI/AN community.
3. Develop a training strategy, curriculum, and plan for the delivery and conduct of the T&TA.
4. Provide onsite individualized training as well as telephonic technical assistance to enable grantees to improve the implementation of their programs.
5. Assist grantees in developing protocols, manuals, curricula, referral systems, and other victim-related materials that will aid in improving the services provided and strengthen the collaborative relationships developed.
6. Provide strategies for grantees to utilize a multidisciplinary approach to promote partnerships and victim services delivery.

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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 implemented programs with this grant. To ensure accountability of the data, for which the Office of Justice Programs is responsible, the following performance measures are provided and should be reported in the semiannual Categorical Assistance Progress Reports:

- Percent of increase in the number of culturally relevant T&TA services that use various collaborative models to build partnerships between local victim assistance programs and the faith-based community in American Indian and Alaska Native (AI/AN) communities.
- Number of professionals trained.
- Number of educational materials developed.

The grantee must continue to document the completion of these tasks in the semiannual progress reports provided to OVC. The data should be collected using the data collection method or mechanism specified in the grant application.

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Application Requirements

Budget Detail Worksheets. See the Budget Detail Worksheets in the online GMS system. You must enter the budgeted items and their costs on this form. A Budget Narrative must also be provided. Applicants must justify the cost of individual items such as personnel, travel, etc., and show how they were computed. Applications containing contracts must include detailed budgets for each organization's expenses. Funds cannot be used for construction costs.

- Indirect costs are allowed

Project Narrative. Each applicant must submit a project narrative of no more than ten (10), single-spaced pages that address the following areas:

1. Project abstract.
2. Problem statement.
3. Project goals and objectives.
4. Project design/Implementation plan.
5. Organizational capability and project management.
6. Plan for measuring progress and outcome.

Project Abstract. The application should include a brief, 1-page summary that describes the project's purpose, goals, objectives, and activities that will be implemented to achieve the project's goals, objective, methods, and 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, tribal, state, 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 describe 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 and a description of the interim deliverables and products. Also include a listing of the major events, activities, products, and a timetable for completion

of the objectives. A time-task plan establishes timeframes for accomplishing activities and sets out staff responsibilities 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 training and technical assistance 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 project's staffing needs, administration, financial management, and line of authority. Staff capabilities and roles and responsibilities should also be summarized in this section. Job descriptions and copies of resumes for the proposed key staff positions should be included in Attachment #3.

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.

Application. 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.

Application Due Date. Thursday, March 31, 2005.

Contact Information. Renee Williams
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How to Apply

The Office of Justice Programs (OJP) requires that applicants responding to solicitations submit their application for funding through the OJP Grants Management System (GMS). Internet access 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 7. A toll-free telephone hotline number (1-888-549-9901) is available to provide applicants with technical assistance as they work through the online application process, Monday through Friday, 7 a.m. to 9 p.m. (except federal holidays).

Quick Start Guide to Using the Office of Justice Programs’ Online Grants Management System (GMS)

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. Applicants may link directly to GMS, which provides online help screens as well. Note: Applicants who need assistance should contact the GMS hotline at 1-888-549-9901.

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 Users Register Here.” Applicants who already have a GMS password should click on “GMS Sign-In.” Proceed to the “FY 2005 Training & Technical Assistance for Faith-Based Counseling for Crime Victims in Indian Country Grant Program” solicitation and begin. 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. Applicants must create a separate GMS account for each application being 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 on behalf of the 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 the applicable help screen. If the questions cannot be addressed by accessing the online GMS reference tools, please call the GMS hotline at 1-888-549-9901 for assistance. 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 (3) required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. See the Application Checklist and the Solicitation for detailed instructions on 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. The GMS will notify the applicant that the application has been received and sent to OVC. GMS will also provide an application identification number for future reference. Applicants who have questions about GMS or need technical assistance with applying online should contact the GMS hotline, 1-888-549-9901.

Application Review Checklist

FY 2005 Training and Technical Assistance for Counseling for Crime Victims in Indian Country by Faith-Based Organizations Grantees

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 ensure your application is complete. The application **must** include the following:

Online Forms

- Generate this form** by completing the on-screen Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications** must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

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.

1. **Assurances.** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient 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.
2. **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 compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Non-procurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."
3. **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 compliance with the certification requirements under 28

CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Non-procurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

The authorizing official must review the Assurances and Certifications forms in their entirety. 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.

Attachment Checklist

Budget Detail Worksheets. The Budget Detailed Worksheets must provide a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.

Program Narrative. The Program Narrative must include the following sections:

- _____ Project abstract.
- _____ Problem statement.
- _____ Project goals and objectives.
- _____ Program strategy (design and implementation plan).
- _____ Program management and organizational capability.
- _____ Evaluation plan (outcome measurement).

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