



Office for Victims of Crime

FY 2003 Application Guidelines

John W. Gillis, Director

OVC

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

Program Guidelines for Continued Grant Funding

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 22, 2003

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FY 2003 Children's Justice Act Partnerships for Indian Communities Discretionary Grant Program Program Guidelines for Continued Grant Funding

Introduction

This solicitation provides instructions to assist grantees in preparing and submitting an application for continued funding for **Year 3** of the CJA grant program. The continued funding is designed to extend the progress made during the past 2 years and ensure that systemic improvements are fully developed, defined, effectively implemented, and operating to improve the investigation, prosecution, and handling of child abuse and child sexual abuse cases. **Please Note:** 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 on the Internet at <http://www.ojp.usdoj.gov/fundsopps.htm>.

Background

The Children's Justice and Assistance Act (CJA) was passed in 1986 to provide funds for states to establish programs to effectively address child abuse cases. In 1988, the Anti-Drug Abuse Act amended the Victims of Crime Act of 1984 and authorized funds to assist Indian Tribes in developing, establishing, and operating programs to improve the investigation, prosecution, and overall handling of child abuse cases, especially cases of child sexual abuse, in a manner that lessens additional trauma to the child.

OVC has been funding tribes and nonprofit tribal agencies through the Children's

Justice Act (CJA) Partnerships for Indian Communities Discretionary Grant Program since 1989. These tribes and agencies have made significant improvements in the way child abuse and child sexual abuse cases are processed in the tribal criminal justice and child protection services systems. The improvements include, among others, development of protocols for reporting, investigating, prosecuting, and treating child abuse; improved case management and treatment services; training for child protection and multidisciplinary teams; revision of tribal codes to address child abuse; establishment of child advocacy services for children involved in tribal and federal court proceedings; creation of special child-centered interview rooms; and, hiring of specialized staff to handle child victim cases, such as designated investigators and prosecutors.

Purpose

The purpose of this grant program is to assist Indian communities in developing, establishing, and operating partnership programs to improve the investigation, prosecution, and overall handling of cases of severe physical abuse and child sexual abuse, in a manner that increases support for and lessens trauma to the abused child victim.

Program Goal

The goal of the program is to support the continued development and implementation of effective child abuse programs, as well as

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child-sensitive policies and procedures for addressing child abuse cases in the tribal criminal justice and child protection services systems.

Program Objectives

The objectives should focus on activities for Year 3 of the CJA Program Implementation Strategy. The following should be considered:

1. To provide program services to child victims and their nonoffending family members through a mechanism that (a) employs a multidisciplinary approach; (b) uses tribal, federal, and state resources on behalf of child victims; (c) improves investigative and judicial practices to minimize trauma; (d) implements practices and procedures that adapt investigative, prosecutorial, and judicial procedures to the needs and abilities of child victims, such as allowing an advocate to accompany the child to court to provide emotional support, holding a speedy trial, considering alternatives to having the child appear in court to provide live testimony; (e) orders restitution; and, (f) assures that child victims receive victim assistance, health, mental health, and social services that are needed to support them from the initial report to the resolution of the case.
2. To complete the development of written program implementation materials that can be used to sustain your prescribed program and can be replicated and used to assist other tribes in establishing similar programs.
3. To serve as a resource to other Indian tribes and tribal organizations in

developing effective approaches to the following: investigating, prosecuting, and handling child abuse cases; working with federal, state, and local agencies; meeting the needs of Indian child victims and their families; and, communicating with tribal councils and other bodies in responding effectively to child abuse.

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

The CJA program is not intended to fund separate programs within tribal governments. Rather, it is intended to improve part of existing tribal systems for handling child abuse cases so that more specialized services and procedures are developed, allowing those systems to accommodate the needs and rights of Indian child victims.

OVC is committed to providing continued support for CJA partnerships that are meeting the goals and objectives of their grant program so that the new procedures and services detailed in the grant application become a part of an expected tribal response to the problem of child abuse. Also, OVC is committed to identifying promising programs and disseminating these programs as models for other tribal communities that are responding to child abuse issues.

OVC **will not** continue funding to grantees who do not describe in their application the accomplishments made during Year 2 in meeting the goals and objectives and the improvements made as described in the Year 2 grant application. OVC invites those programs that have documented progress in meeting previously established goals and

objectives to submit an application for Year 3 continued funding.

Program Strategy

The strategy for helping establish fully functioning CJA programs consists of 3 years of project implementation. An in-kind match is required. See the “Budget Detail” section for an explanation of the in-kind match requirements. Below is an outline of the CJA Program Implementation Strategy.

- **Year 1: Assessment and Program Development.** During Year 1, the grantee was expected to make an assessment of the tribal child protection services system, social services system, and the tribal criminal justice system and its resources for implementing a comprehensive CJA program. Based on the assessment, the grantee was to determine what additional resources and/or system changes would be needed to respond effectively to child abuse and child sexual abuse cases. The assessment should have examined the following: existing procedures for responding to serious child abuse; procedures for interviewing child victims; the delivery of services to victims and their families; training for social services, criminal justice, medical, and mental health personnel; and community awareness efforts.

The grantee was expected to hire and train key staff for handling and processing cases through the tribal system and coordinating cases with the federal system. If the assessment identified a need for further training for multidisciplinary teams, prosecutors, law enforcement personnel, judges, advocates, or medical, mental health, and

social service professionals, the training should have occurred during Year 1 of the grant. Likewise, if a need was identified to revise existing procedures for handling these cases, mechanisms should have been implemented to accomplish this task.

Products from Year 1 should have included a report of the findings and recommendations from the assessment, including a description of any additional changes and resources needed to implement a comprehensive CJA program. Other products could have included a service delivery plan and agendas for training other personnel and allied professionals involved in responding to serious child abuse cases and activity reports that summarized major activities and accomplishments of the grant during Year 1.

- **Year 2: Implementation of Project and Development of Training and Resource Materials.** During Year 2, the grantee was expected to revise and/or finalize the program strategy and program implementation materials based on the assessment conducted during Year 1. These materials should have included such items as interagency protocols; reporting procedures; memoranda of agreements with tribal, state, federal, or local agencies; and tribal codes that address child sexual abuse, including definitions, sentencing guidelines, and maximum penalties for offenders.

Other materials could have included descriptions of best practices that assist and support children who must participate in tribal, federal, and/or state judicial proceedings as well as training curricula.

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These materials would be used by the grantee in implementing their prescribed program and could be of great value to other tribes seeking culturally appropriate materials to assist them in making similar changes on behalf of sexually abused children.

The products of Year 2 could have included the following: (a) a compilation of the materials gathered by the grantee from within the tribe and from other sources; (b) training curricula; (c) a brochure and/or resource directory advertising the availability of the tribe's resources, services, and training opportunities for distribution to the tribal community; and, (d) progress reports that summarized major activities and accomplishments of the grant.

- **Year 3: Delivery of Services.** For Year 3, the program should be fully operational and function at a level that serves child abuse victims in a comprehensive manner. The program can serve as a model for illustrating effective approaches to handling serious child abuse cases; coordinating with various tribal, state, and federal agencies; serving the needs of child abuse victims and their nonoffending families; and, communicating with tribal councils and other bodies in responding effectively to child abuse.

Materials such as diagrams, flow charts, and descriptions of program models can be shared with other tribes to demonstrate how to make similar changes on behalf of abused child victims. The materials and descriptions should include information on developing proper interviewing procedures, providing the victim with a court advocate, and making other

improvements that adapt investigative and judicial procedures for addressing the needs, rights, and abilities of abused child victims.

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

Tribal Resolution

A Tribal Resolution that approves activities and commitments for Year 3 must be attached to the application. 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 and that the Tribal Council supports the program during and after OVC funding ceases.

Evaluation Criteria

In determining which projects to continue, OVC will conduct an internal review and evaluate the applications based on information described in the project narrative. Grants will be reviewed and scored based on the following five (5) criteria and point values.

- 1. Goal Accomplishment.** The accomplishment of the goals and objectives will be measured by evaluating progress made during the Year 2 program

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and the progress made in developing an overall program that (a) addresses child sexual abuse and serious physical abuse effectively and timely, and (b) improves the handling, investigation, and prosecution of these cases in a way that limits additional trauma to child victims. This criterion encompasses the questions included in the Project Narrative section (Attachment 2, page 13). The questions must be described in the project narrative. The point value for this criterion is **35 points**.

2. Project Design for Year 3 Funding. The appropriateness and soundness of the program design or methodology will be based upon such factors as concise statements of goals and objectives that clearly address the identified issues, and a clear description of the strategy for how the program will achieve the stated goals and objectives for Year 3. The point value for this criterion is **25 points**.

3. 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 project, 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. The point value for this criterion is **20 points**.

4. 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 measures of effectiveness include the following: numbers of abused victims served, numbers of individuals trained, positive changes that the child protection team has made as a result of having been trained, new capacity or improved response to child victims developed as a result of training or the partnership program, number and types of products disseminated, user satisfaction data, and number of community awareness programs presented. Requests for materials and repeat training are also strong indicators of success. The point value for this criterion is **10 points**.

5. Cost Effectiveness of the Project. Applications will be assessed for cost effectiveness based on how well the budget accurately reflects how grant funds will be used to promote more effective handling, investigation, and prosecution of child physical and sexual abuse cases. The point value for this criterion is **10 points**.

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Eligibility Requirements

This solicitation is limited to grantees that received a CJA grant award in fiscal year 2002. Grants are limited to tribes and tribal organizations as defined in the Indian Self-Determination and Education Assistance Act, Pub L. 93-638, 25 U.S.C. § 450b (1986). Applicants are required to provide matching funds.

Application Due Date

Due Date: MAY 22, 2003.

Award Period

This award will cover 12 months of project operation.

Award Amount

The award amount is \$75,000. OVC anticipates awarding continuation funding contingent upon grantee's performance, success of the project, and availability of federal funds.

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

How to Apply

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

To learn how to begin the online application process, please see page 9 for the Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System. For technical assistance, applicants may call toll-free 1-888-549-9901 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 on the Internet at <http://www.ojp.usdoj.gov/fundopps.htm>. 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).** To generate this form, complete the on-screen Overview, Applicant Information, and Project Information screens in GMS.
- _____ **Assurances and Certifications.** The authorizing official or designated authorizing official must review and accept the assurances and certifications electronically.

Attachments (3 attachments total)

- _____ **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
 - _____ Goals and Objectives
 - _____ Project Design/Implementation Plan
 - _____ Organizational Capability and Project Management Statement
 - _____ Plan for Measuring Progress and Outcome
 - _____ Questions and Answers
- _____ **Other Program Attachments (Attachment 3).** The Other Program Attachments must include the following. **Note:** All materials below must be attached in one (1) file.
 - _____ Tribal/Board 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 to find the online Applicant Procedures Handbook. Also, applicants may link directly to OJP's Grants Management System (GMS) to find online help screens.

Note: Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

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

Step 3. Follow the on-screen instructions. First-time GMS users click "New User? Register Here." Applicants who have a GMS password should click "GMS Sign-In." Returning users having difficulty with their user ID or password may call the GMS Hotline at 1-888-549-9901.

Proceed to the FY 2003 Children's Justice Act Partnerships for Indian Communities Discretionary Grant Program guidelines for continued grant funding and begin work 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 about the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized by your organization to accept grant funds, referred to as the

signing authority. If the individual applying online is not the signing authority, the applying individual must provide the authorizing official's name and contact information where appropriate. For questions or problems, refer to the online handbook or applicable help screens. For questions not addressed by the online GMS reference tools, call the GMS Hotline at 1-888-549-9901.

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, then submit the three required file attachments—Budget Detail Worksheet, Program Narrative, and Other Program Attachments. See the Application Review Checklist (page 7) and the Application Requirements (page 9) for detailed instructions about what information to include in each attachment. 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 before your application will be considered for funding.

After submission of the completed application online, the GMS system will notify the applicant that the application was received and sent to OVC and provide the application's identification number for future reference. For questions about GMS or if in need of technical assistance with the online application, contact the GMS Hotline at 1-888-549-9901.

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Application Requirements

Requirements. Applicants for the FY 2003 Children’s Justice Act Partnerships for Indian Communities (CJA) Discretionary Grant Program for continued funding must submit the following requirements online through the Office of Justice Programs’ Grants Management System (GMS). **Note:** Applications without all required elements will not be considered for funding.

1. Application for Federal Assistance, Standard Form 424
2. Assurances and Certifications
3. Program Attachments (3 attachments total)
 - **Attachment 1: Budget Detail Worksheet.** Include budget worksheet and budget narrative.
 - **Attachment 2: Program 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.

Below are detailed instructions for and descriptions of each required element of the

application. Page 7 provides an Application Review Checklist for your convenience.

Detailed Instructions and Descriptions for Completing the Application

Application for Federal Assistance (SF-424)

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

Assurances and Certifications

Applicants must review and accept the Assurances and Certifications. The authorizing official must review the Assurances and Certifications forms in their entirety. Verify that the name, address, phone number, fax number, and e-mail address of your organization’s authorizing official are correct on the online forms. To accept the Assurances and Certifications in GMS, click the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

- **Assurances.** The applicant must comply with assurances to receive federal funds under this program. Each recipient of federal funds is responsible for fully understanding and complying with the requirements. Failure to comply may result in withholding funds, terminating the award, or other sanctions.
- **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-**

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Free Workplace Requirement.

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

Program Attachments (3 attachments total)

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.

Applicants must submit both a budget worksheet and a budget narrative in one (1) file. The worksheet should provide the detailed computations for each budget item, and the narrative should justify or explain each budget item and how it relates to project activities.

- **Budget Detail Worksheet.** The budget worksheet must list the cost of each budget item and show how the costs were calculated. For example, personnel costs should show for each employee

who will be paid through grant funds the annual salary rate and the percentage of time to be devoted to the project. The budget worksheet should present a complete and detailed itemization of all proposed costs. **Note:** Total costs specified in the Budget Detail Worksheet must match the total amount requested. To guide applicants in preparing the budget worksheet and budget narrative, a sample Budget Detail Worksheet form is provided at OJP’s Web site at www.ojp.usdoj.gov/forms.htm.

- **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.

This grant program requires an in-kind match of 25 percent, which 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 (such as a forensic interviewer, law enforcement officer, or IHS doctor) for detail or loan to the partnership as an in-kind match, letters of support or other documentation must be included to support the detail. All in-kind and hard match must be shown on the detail

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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 in discussion groups and panels. Therefore, applicants should include, at a minimum, travel expenses for two key staff to attend one OVC-sponsored national conference and one post-awards planning conference. When planning, estimate travel for one trip to Washington, DC for 3 days and one trip to San Diego, CA, or the National Indian Nations Conference for 5 days. Use federal per diem rates.

Applicants should 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.

Program Narrative (Attachment 2)

Applicants are not to exceed 25 doubled-spaced pages and must include answers to the following questions:

1. What were your goals and objectives for Year 2? Did you complete all of these objectives as described in the Year 2 application? If not, explain why. What are your plans for completing those objectives?
2. Did your child abuse/child sexual abuse case load change as a result of the project? Do you have a child protection team (CPT) or multidisciplinary team (MDT) in place? How are cases being staffed?
3. How many cases were reported, substantiated, and prosecuted in tribal, state, and/or federal court? What tribal, state, or federal agency did you collaborate with to process the cases?
4. What products were developed during Year 2? Are copies attached?
5. What resources are being used by the project on behalf of child victims? Explain.
6. How is the program improving investigative and judicial practices to minimize trauma to abused victims?
7. What practices and procedures are being used to adapt investigative, prosecutorial, and judicial procedures to the needs and abilities of child abuse victims?
8. What methods, standards, and criteria are being used to assure that child abuse victims receive victim assistance, health, mental health, and social services that are needed to support them from the initial investigation to the resolution of the case? Please discuss.
9. Did you develop and/or revise written materials, such as protocols, tribal codes, child abuse handbooks, CPT procedures, training agendas, service delivery plans, and program implementation plans), that can be used by your prescribed program and/or can be replicated and used to assist other tribes in establishing similar programs? Please describe.

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10. Have you presented your program to the Tribal Council or Executive Board of Directors and/or have you discussed the impact of the program in your community and its sustainability? Did you present it to the tribal community? How will you continue the program beyond OVC funding?
11. Did you collaborate with other tribal, state, or federal agencies, or other CJA projects in the establishment of your program? Please elaborate.
12. Can your project staff serve as a resource or mentor to other Indian tribes and tribal organizations in developing effective approaches to investigating, prosecuting, and handling severe child physical and sexual abuse cases?

In addition to answering the questions above, you must provide information on the design and implementation aspects of the Year 3 project. Describe what is to be implemented and how making this change will improve the current handling of child sexual abuse cases in a way that increases support for and reduces trauma to child victims. Clearly describe and define goals, objectives, and activities that would further improve the tribe's systemic response to child abuse cases during the third and final year of funding. You must include an action plan with milestones, timelines, and assigned responsibilities for accomplishing the Year 3 objectives.

Other Program Attachments (Attachment 3)

The other program attachments file must include the following:

- **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 approval by the Tribal Council or Board of Directors 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 supports 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, tribal, state, and local levels that are involved in handling, investigating, and/or prosecuting child abuse cases. If the U.S. Attorney has responsibility for prosecuting cases, include evidence that the project has been developed in coordination with that office. (The Federal Victim-Witness Coordinator can serve as a liaison with the U.S. Attorney's Office).
- **Other attachments** as needed.