



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#) is pleased to announce that it is seeking applications for funding to provide comprehensive, skills-building training and technical assistance to tribes, tribal organizations, and nonprofit organizations that have received funding under the "FY 2006 Tribal Victim Assistance (TVA) Discretionary Grant Program." This program furthers the Department's mission by ensuring the successful development and sustainability of victim assistance programs in Indian Country.

Training and Technical Assistance to Tribal Victim Assistance Grantees

Eligibility

Applicants are limited to public and private agencies, organizations and institutions experienced in effectively administering grants that deal with victims' issues.
(See "Who is Eligible to Apply," page 1)

Deadline

All applications are due by 8:00 p.m. (eastern time) on March 15, 2006.
(See "Deadline for Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact Laurel Shuster, Acting Director, Federal Assistance Division, at 202-616-9559 or laurel.shuster@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the *Grants.gov* Customer Support Hotline at 1-800-518-4726.

CONTENTS

Overview of Grant	1
Deadline: Registration	
Deadline: Application	
Eligibility	
• Faith-Based And Other Community Organizations	1
TVA Training and Technical Assistance Specific Information	2
Performance Measures	5
How To Apply	5
What an Application Must Include:	6
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement (<i>if applicable</i>)	
Other Attachments	
Selection Criteria	10
Review Process	11
Additional Requirements	11
Application Checklist	13

Training and Technical Assistance to Tribal Victim Assistance Grantees (CDFA #16.582)

Overview

The Training and Technical Assistance (T&TA) for Tribal Victim Assistance (TVA) grantees is designed to assist victims by enhancing the capacity of remote victim service providers to serve victims and sustain the services developed. Tribal victim service providers need intensive training and technical assistance on many topics to help them develop, maintain, and sustain their programs. The geographic isolation of many tribal communities and the difficulty of traveling to them are factors that complicate the delivery of training and technical assistance. In FY 2006, OVC anticipates that up to 40 TVA grantees will be serviced by the T&TA provider. Training and technical assistance will be needed on a wide range of issues, including program development, service delivery, sustainability, and collaboration among tribal victim services programs and state Victims of Crime Act (VOCA) programs.

The funding for this award is authorized under 42 U.S.C. § 10603 (c)(1)(B).

Deadline: Registration

The *Grants.Gov* registration deadline is March 1, 2006.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. (eastern time) on March 15, 2006.

Eligibility

Eligible applicants are public and private agencies, organizations and institutions experienced in effectively administering grants that deal with victims' issues. Knowledge of mental health or legal issues, while important, is not a requisite factor. The applicant must show evidence of broad-based expertise with American Indian issues, training, and technical assistance activities.

Faith-Based And Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community

organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

TVA Training and Technical Assistance Specific Information

Award amount: \$600,000.

Award Period: The award period for this grant is 12 months, with the potential for an additional 24 months of funding. Additional funding will be dependent upon the grantee's performance and availability of funding in FY 2007 and FY 2008.

Program Strategy: A 12-month grant will be awarded for the implementation of training and technical assistance to TVA grantees. The grantee will consult the OVC grant manager routinely in order for the grant manager to provide the grantee with input and guidance on training topics, publications, advisory board topics, manuals, training conferences, selection of grantees for site visits, VOCA-TVA working group involvement, and other substantive issues and deliverables. Another important source of input to the program will be a TVA advisory committee of TVA grantees created by the grantee with approval by OVC. This advisory committee will provide guidance on training topics, curricula, and other publications and products and will serve as a link to other tribal communities in OVC's efforts to expand victim services programs in Indian country.

Objectives. In this T&TA program, the grantee will do the following:

- Assess and address the training and technical assistance needs of TVA grantees.
- Develop and facilitate the use of research driven, culturally appropriate, training and technical assistance materials.
- Deliver T&TA to TVA grantees that enhances their capacity to assess needs, initiate program planning, implement victim services programs, evaluate their performance, sustain their programs, and effectively report their progress and financial status through the required reports to OVC.

- Facilitate mentoring, communication, and information sharing among TVA programs.
- Assess the quality and utility of the T&TA services provided and inform OVC of emerging issues requiring T&TA.
- Assist OVC in monitoring the performance of TVA programs and in conducting site visits.
- Provide appropriate guidance and expertise to the VOCA-TVA Working Group, when requested by OVC.
- Provide necessary expertise in the development of the AI/AN Victim Assistance Academy, and other OVC projects on AI/AN issues, as needed.
- Coordinate training and technical assistance efforts for tribes with the OVC Training and Technical Assistance Center.
- Maintain and utilize a listserv of TVA grantees to disseminate information and provide current grantee contact information to OVC, as appropriate.

This proposal should describe how this training and technical assistance program will be implemented, how the objectives will be achieved, and how the program will address the diverse needs of tribal communities to achieve the broadest impact on expanding victim services in Indian Country. Applicants should identify the kinds of training and technical assistance requests anticipated and strategies to be used to address them. The proposal should include a detailed discussion of the criteria for prioritizing training and technical assistance requests and the elements of a screening protocol for selecting tribes requesting training or technical assistance. Applicants must provide an implementation plan that includes a time line outlining activities and deliverables. In general, the implementation plan should foster innovation and clearly identify how resources will be used to maximize the impact of this training and technical assistance program.

Deliverables. In this T&TA program, the grantee will do the following:

- Develop a needs-assessment plan to be delivered within 30 days after the grant award.
- Conduct a tribal needs-assessment and present the findings into a report called "Tribal Technical Assistance and Training Needs: Recommended Responses for Year One."
- Develop a protocol and plan for delivery of technical assistance that includes criteria for prioritizing requests and addresses different levels of technical assistance including immediate and long-range responses, comprehensive system response, and specialized response.
- Identify or develop curriculum materials on four specific topics identified through the needs assessment and review of current training materials on victims' issues.
- Conduct an annual 2-day training conference for TVA grantees. A planning meeting should be coordinated, with ongoing input from OVC.

- Provide a minimum of 15 onsite training and technical assistance visits to assist TVA grantees.
- Develop a teleconference and/or Web-based training program for grantees, with a variety of training issues covered throughout the year. The following topics must be addressed: Grants Management System, grant writing, performance measures and collecting data, sustaining victim services.
- Develop a community assessment instrument that can be used to ascertain a tribe's readiness to implement a victim services program and become a TVA grantee.
- Provide a minimum of five onsite technical assistance visits to tribes who are not TVA grantees to conduct a "community readiness assessment" and to advise on victim program development activities. This may be done as part of a mentoring project between an existing TVA grantee and neighboring tribes with minimal victim services.
- Develop a resource library for OVC of model protocols and victims' rights codes for Indian Country.
- Create a TVA Web site to disseminate technical assistance resources and information regarding the TVA training and technical assistance program. An alternative method of disseminating information to tribal communities lacking Internet access must also be developed.
- Develop assessment tools to measure the quality and effectiveness of the training and technical assistance services provided.
- Maintain a system of monthly communication with the TVA grantees on current issues, funding possibilities, lessons learned from other tribes, current research, and relevant information that will assist the tribes in implementing effective victim services.
- Provide a minimum of 18 onsite monitoring visits for OVC; selection of sites should be coordinated with the OVC program manager.
- Provide written reports to OVC within 30 days after conducting onsite monitoring visits that provided T&TA and monitoring. Submit these reports via e-mail to the OVC program manager.
- Gain feedback on significant T&TA issues by meeting with the advisory board, gathering input through telephone and written surveys, or conducting conference calls.

OVC realizes that requests for T&TA may exceed the availability of resources. Therefore, it is important that the grantee develop a plan that maximizes available resources without compromising the effectiveness of T&TA development and delivery.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Ensure the successful development and sustainability of victim assistance programs in American Indian and Alaska Native (AI/AN) communities by increasing the ability of TVA service providers to provide comprehensive victim issues and increasing the ability of TVA service providers to improve community and victim awareness of services available.	<p>Percent increase in the number of victim services provided by TVA grantees.</p> <p>Percent increase in the number of victim services training workshops provided by TVA grantees.</p>	<p>Number of victim services provided at beginning of reporting period, compared to number provided at end of reporting period.</p> <p>Number of victim services training workshops provided at beginning of reporting period, compared to number of workshops provided at end of reporting period.</p>

The grantee must document the accomplishment of these measures in the semiannual progress report submitted to OVC. The progress reports must include information on all of the above performance measures and any other appropriate performance indicators identified by the applicant.

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions: Complete instructions can be found at Grants.gov. If you experience difficulties at any point during this process, please call the *Grants.gov* Customer Support Hotline at 1-800-518-4726.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "FY2006 Training and Technical Assistance to Tribal Victim Assistance Grantees," and the funding opportunity number is OVC-2006-1339.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award.

Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

1. Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that are to be completed. This form is included in the Grant Application Package and Application Instructions you will download at <http://www.grants.gov/DownloadViewer>.

2. Assurances for Non-Construction Programs (SF-424B)

3. Disclosure of Lobbying Activities (SF-LLL)

4. Project Narrative

The program narrative should not exceed 20 doubled-spaced pages in 12-point font with 1-inch margins and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

A. Project Abstract

The application should include a 1-page summary that describes the purpose of the project, goals and objectives, progress to date, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

B. Problem Statement

The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field. The applicant must demonstrate an in-depth knowledge and an understanding of direct services for victims of crime in Indian Country. In particular, under federal criminal jurisdiction this includes knowledge of the tribal, federal, and state systems as they relate to victims of crime; evidence of an understanding of the jurisdictional and coordination issues involved in the performance of TVA programs; and, familiarity with VOCA Guidelines and TVA program requirements. The applicant must also discuss the difficulties associated with delivering training and technical assistance to Indian country, adapting suitable victim-related materials and resources to the cultural diversity of tribes; and, indicate how the proposed work will address these difficulties.

C. 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.

D. Project Design/Implementation Strategy

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 for the continuation project. The following must be addressed:

- How will you assess the needs of TVA grantees to ensure that your program is providing responsive services?
- How do you plan to facilitate mentoring, communication, and information sharing among TVA programs?
- How will you evaluate the success of your program in addressing the needs of TVA grantees?
- Describe the system you will use to ensure that Financial Status and Progress Reports are submitted in a timely manner.
- Submit a 3-year timeline of quarterly activities that address the goals and objectives of the grant.

E. Program Management and Organizational Capability

Applications must include a clear description of the applicant's management structure and document the organization's success in administering grants that deal with victims' issues. The applicant must show evidence of broad-based expertise with American Indian/Alaska Native issues, training, and technical assistance activities. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. The applicant must also acknowledge who authored the proposal if it is not the signatory, organization head, or project director.

F. Plans for Measuring Progress and Outcomes

Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. Minimally, the evaluation must address the following questions:

- What were the training and technical assistance needs identified in the first 3 months of the project?
- What training steps/programs were developed to meet these needs?
- What approaches were used to train TVA staff?
- Were there new or enhanced victim services provided as a result of the training and technical assistance activities?
- Were the TVA programs able to become self sufficient when federal support terminated?

The evaluation plan should identify all resources that will be devoted to conducting the assessment including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 120 days of project completion.

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, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program.

5. Budget Detail Worksheets

This section must include both the budget detail worksheets and budget narrative.

The applicant must provide a detailed budget that: (1) is complete, allowable, and cost-effective in relation to the proposed activities, (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, and (3) provides a supporting budget narrative that links costs with project implementation (see below for more about the budget narrative). The applicant must submit both a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities. A sample Budget Detail Worksheet form that can be used as a guide to assist you in the preparation of the budget worksheet and budget narrative is available on OJP's Standard Forms & Instructions Web site at <http://www.ojp.usdoj.gov/forms.htm>.

Budget Worksheet: The budget worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid with grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

Budget Narrative: The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated,

why particular equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable. Total costs specified in the Budget Detail Worksheet must match the total amount requested.

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

Travel. Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant budget category on the Budget Worksheet and a thorough description provided in the Budget Narrative.

Training. Applicants that receive annual funding of more than \$100,000 should budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OC events) can be found at <http://www.tech-res-intl.com/doj-octraining/>.

Consultant Rates. Consultant rates may not exceed the maximum of \$450/day, or if paid by the hour, \$56.25/hour for a maximum 8-hour work day per award.

Sole Source Contracts. All sole-source procurements (by nonprofits and for-profits) in excess of \$100,000 must receive prior approval of the awarding agency. A commercial (for-profit) organization that is ineligible to receive a direct award under a specific appropriation or program cannot be named as a sole source contractor in a grant application by an eligible applicant. The eligible applicant may indicate that a competitive process will occur in which a contractor will be selected, but a specific contractor cannot be named without competition. Under certain circumstances, however, this sole source rule can be waived if the applicant can document that there is only one contractor qualified or available to perform the function. Applicants should discuss any potential sole source contractor with the OVC solicitation Point-of-Contact for further clarification.

Publication Editing. An applicant proposing to produce a written publication, product or electronic information must include in the budget a line item for editing for the material before a final draft is submitted to OVC. The applicant must demonstrate the editor's qualifications in the program narrative or by providing a resume.

Fiscal Management. All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, accounting systems, audit requirements, and financial records. This guide can be accessed through the OJP Web site at <http://www.ojp.usdoj.gov/FinGuide/>.

Financial Capability Questionnaire. Applicants who are nonprofit or commercial organizations, and have never received any grants from OJP are required to complete the Financial Capability Questionnaire form. The form must

be submitted along with a copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at <http://www.ojp.gov/forms.htm> under "Accounting System and Financial Capability Questionnaire."

6. Assurances, Certifications and Other Program Attachments

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official(s) are correct.

Assurances

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

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

Applicants are required to review and complete the certification form. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Non-procurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)." The authorizing official must review the Assurances and Certifications forms in their entirety. Access the appropriate Assurances and Certifications on OJP's Standard Forms & Instructions Web site at <http://www.ojp.usdoj.gov/forms.htm>.

Selection Criteria

Applications will be reviewed using the following criteria:

Problem(s) To Be Addressed, Goals, and Objectives. The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to accomplish the goals.

Project Design/Implementation Plan. The program strategy/methodology must include sufficient detail so that peer reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goal(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding.

Organizational Capability. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The

applicant must document its capability to undertake and complete a national-scope, federally funded project on this topic, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure and financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Plan for Measuring Progress and Outcomes. Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must include the standardized performance measures established for this solicitation as described on pages 4 and 5 of this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that objectives have been met, and determines the overall effectiveness of the project.
- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.

Budget and Budget Narrative. Reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

Review Process

OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded for peer review. Upon approval by the OVC Director, the applications selected for funding will be forwarded for award processing, subject to the final approval of the Assistant Attorney General for OJP. Funding may not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller [Financial Guide](#)
- Suspension or Termination of Funding
- Funding to Faith-based and Community Organizations (if applicable)
- Non-profit Organization
- Government Performance and Results Act (GPRA)
- Right in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

APPLICATION REVIEW CHECKLIST

All applications must be submitted electronically through [Grants.gov](https://www.grants.gov). Please use this checklist to make sure your application is complete. Your online application must include:

Online Forms/Attachments:

- Application for Federal Assistance (SF-424):** This form is generated by completing the onscreen Overview, Applicant Information, and Project Information screens in GMS.
- Assurances for Non-Construction Programs (SF-424B)**
- Disclosure of Lobbying Activities (SF-LLL)**
- Program Narrative:** The Program Narrative must include the following sections:
 - Project Abstract
 - Problem Statement
 - Project Goals and Objectives
 - Project Design/Implementation Plan (including 3 year timeline)
 - Organizational Capability and Project Management
 - Plan for Measuring Progress and OutcomeThe name of the file uploaded in the system should include the words "Program Narrative."
- Budget Detail Worksheet:** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs. The name of the file uploaded in the system should include the words "Budget Detail Worksheet."
- Assurances and Certifications:** The Assurances and Certifications must be electronically submitted by the authorizing official or the designated authorizing official as an attachment to the online application.
 - Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement
 - Faith-Based Organizations
 - Civil Rights Compliance
 - Services to Limited-English-Proficient (LEP) Persons
 - Protection of Human Research Subjects (As Applicable)