



Office for Victims of Crime

FY 2003 Application Guidelines

John W. Gillis, Director

OVC

Ninth National Indian Nations Conference

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 14, 2003

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

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Department of Justice Response Center
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<http://www.ojp.usdoj.gov>

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Ninth National Indian Nations Conference

Application Information

Introduction

This solicitation provides instructions to assist applicants in preparing and submitting an application for the Ninth National Indian Nations Conference. **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 at www.ojp.usdoj.gov/fundopps.htm.

Background

Through the Tribal Victim Assistance Discretionary Grant Program [formerly the Victim Assistance in Indian Country Program (VAIC)], the Office for Victims of Crime (OVC) supports approximately 40 tribal-based victim service programs. Further, under the Children's Justice Act Partnerships for Indian Communities Grant Program (CJA), OVC provides funding to approximately 25 tribes and Indian organizations to improve the investigation, prosecution, and handling of child physical and sexual abuse cases. Since 1988, OVC has sponsored eight national conferences to bring together tribal, state, and federal professionals who work on behalf of crime victims in Indian Country. The conferences have provided training to victim service providers, victim advocates, prosecutors, law enforcement officials, judicial personnel, social service personnel, and health and mental health professionals. Conferences address presenting information on best practices in establishing effective

victim assistance services. In addition, the conferences have presented models for coordinating tribal, federal, state, and local resources to respond to crime victims in Indian Country.

Purpose

To plan and host the Ninth National Indian Nations Conference for victim service providers and criminal justice professionals involved in providing services to and securing rights for crime victims in Indian Country.

Goal

To improve the skills of multidisciplinary professionals in responding to the rights and needs of American Indian and Alaska Native crime victims and in handling cases of family violence and child abuse.

Objectives

1. To review and compile current information on victim assistance and how crime victim cases are handled in Indian Country.
2. To plan an agenda for the national conference using a planning committee with tribal, federal, and state representatives.
3. To fund the travel of tribal representatives to the conference through the award of scholarships.
4. To present a 3-day national conference.
5. To complete an assessment of the training provided and identify strategies

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for future training and technical assistance.

Program Strategy

The recipient of this project will compile information on victim assistance in Indian Country and previous Indian Nations conferences, and work with OVC to organize a conference planning committee composed of tribal, federal, and state representatives. The grantee will convene two or more planning committee meetings to decide on a conference site, date, theme, agenda, workshops, workshop presenters, and speakers. Conference facilities will be arranged by the grantee, and the grantee will print and disseminate conference brochures that contain scholarship information and applications (see next paragraph for scholarship information). The grantee will arrange for workshop presenters to submit information materials for inclusion in a conference manual and will collect and compile information for the manual that will support the training. The grantee will be responsible for handling other conference matters such as paying consultants and workshop presenters, securing an artist and poster artwork, and handling conference registration fees. In addition, the grantee will select scholarship recipients based on criteria established in conjunction with OVC approval. This project will be awarded as a Cooperative Agreement, and the grantee will work closely with the OVC Project Manager at all stages of conference planning.

One third of the grant funds will be used for scholarships to pay for travel, lodging, per diem, and registration for tribal participants who otherwise would not be able to attend the conference without the scholarship. Priority will be given to Tribal Victim Assistance grantees, Children's Justice Act

Partnership grantees, tribal representatives attending as part of a multidisciplinary team, and others involved in victim assistance and/or child abuse case handling services.

The grantee will host a 3-day national training conference to meet the goal and purpose stated above. Finally, the grantee will review conference evaluations and submit a report of those evaluations and recommendations for future training and technical assistance strategies in Indian Country.

Deliverables from the grant will include

- A list of planning committee members.
- The planning committee meeting minutes.
- A conference brochure.
- A conference manual.
- Conference reports.
- A 3-day conference.
- A survey of training priorities from tribes.
- A participant list.
- A final narrative report.

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

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which the OVC is responsible, the following performance measures will be monitored:

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

Eligibility Requirements

Applicants are invited from public agencies, including tribal colleges, universities, and private, nonprofit tribal organizations. The applicant must have knowledge of and experience with victim advocacy, victim assistance, and child abuse case handling in Indian Country; and must demonstrate management capability to organize and host a conference of national scope.

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 criterion is explained in the Program Narrative section, Attachment #2.

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

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

Award Amount: \$300,000 FY 2003; \$200,000 FY 2004

Award Period: 24 months

Application Due Date: May 14, 2003

Contact Person: Cathy Sanders, 202/616-3578. Email: 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 5. 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.
 - ___ 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 **Ninth Annual Indian Nations Conference** 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 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 4). **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 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 (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."

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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.

Program Attachments (3)

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 reflect 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 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 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).

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, 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, 1-page summary that describes the purpose of the project, project goals and objectives, the activities that will be implemented to

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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 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 tribal, local, state, and federal levels.
- **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.
- **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. 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.
- **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 training needs of victim advocates, criminal justice personnel, social services personnel, law enforcement, and other allied professionals involved in responding to crime victims in Indian Country. 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 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 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. Applicants 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

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data, the target audience, and the benefit to the field.

Other Program Attachments (Attachment #3)

The Other Program Attachments file must include the following materials:

- **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.