



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding under the Vision 21: Tribal Community Wellness Centers Program. The program furthers the Department's mission by expanding services and increasing partnerships within tribal communities to help crime victims and their families break the cycle of violence. As described in the [Vision 21 Final Report](#), OVC's support of tribes through this solicitation represents the commitment to ensuring that victims in Indian Country are no longer a footnote to this country's response to crime victims.

## OVC FY 2014 Vision 21 Tribal Community Wellness Centers: Serving Crime Victims' Needs

### Eligibility

**It is very important that applicants review this information carefully. Applications submitted by ineligible entities will be removed from further consideration during an initial review process.**

Only federally recognized Indian tribal governments, as determined by the Secretary of the Interior, may apply. This includes Alaska Native villages and tribal consortia consisting of two or more federally recognized Indian tribes. Tribal designees are also eligible to apply (see "Additional Eligibility" for more information). To access a current list of federally recognized tribes, see 78 Federal Register 26384 (Monday, May 6, 2013) at [www.gpo.gov/fdsys/pkg/FR-2013-05-06/pdf/2013-10649.pdf](http://www.gpo.gov/fdsys/pkg/FR-2013-05-06/pdf/2013-10649.pdf).

OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

### **Additional Eligibility**

An organization that is acting as the authorized designee of a federally recognized Indian tribe (tribal designee) may apply. If the applicant is a **tribal designee**, the applicant will need a tribal resolution, or equivalent legal enactment, from the tribe as part of the application, which should (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe; and (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. This resolution or equivalent legal enactment must be current, sufficient to demonstrate authority for the application, contain authorized signature(s), and be submitted by the application due date. See page 17 for additional information on tribal resolutions.

## Deadline

Applicants must register in [OJP's Grants Management System](#) (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See "How To Apply," page 21.) Applicants must register in GMS prior to submitting an application for this funding opportunity. The deadline to register in GMS is 11:59 eastern time on June 16, 2014 and the deadline to apply for funding under this announcement is 11:59 eastern time on July 15, 2014. (See "Deadlines: Registration and Application," page 5.)

### Pre-Application Conference Calls

OVC will conduct two pre-application conference calls. Participation in the calls is optional. OVC staff will review the solicitation requirements and conduct a question and answer session. The conference calls are scheduled for the following dates:

- Wednesday, May 28, 2014, from 3 p.m. to 4 p.m. eastern time
- Wednesday, June 11, 2014, from 3 p.m. to 4 p.m. eastern time

Anyone who is interested in submitting an application for the Tribal Wellness Center program may register to participate in the calls. The total number of participants for each call is limited to 80 individuals. To register, please contact Keely McCarthy at [Keely.McCarthy@usdoj.gov](mailto:Keely.McCarthy@usdoj.gov) or 202-514-5652. Registrations must be received at least two hours prior to the start of the call. Please write "**Tribal Wellness Centers – Registration for Pre-Application Conference Call**" in the subject line if you choose to e-mail. Frequently asked questions and questions raised during the conference calls will be posted at [www.ovc.gov/news/tribalwellnessfaq.html](http://www.ovc.gov/news/tribalwellnessfaq.html).

## Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via e-mail at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). The [GMS](#) Support Hotline hours of operation are Monday—Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact Bob Cantrall, Deputy Director, at 202-307-5983, or via e-mail at [james.cantrall@usdoj.gov](mailto:james.cantrall@usdoj.gov).

Release Date: May 16, 2014

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# OVC FY 2014 Vision 21 Community Wellness Centers: Serving Crime Victims' Needs (CFDA # 16.826)

## Overview

OVC's goal for this solicitation is to foster innovation that will support efforts of a tribal community to expand current crime victim assistance programs or models to address the complex, longer-term challenges many victims face. Consequently, this solicitation offers tribes an opportunity to address underlying factors such as poverty, historical trauma, substance abuse, health disparities, and lack of economic and educational opportunities that may contribute to the cycle of violence in a community and prevent the provision of trauma-informed, culturally appropriate services to victims and their families. It also recognizes the importance of building on the inherent strengths and resilience of tribal culture and traditions to develop longer-term holistic strategies to address crime in Indian Country. OVC believes that focusing on individual and community wellness may offer a more sustainable approach to addressing the long-term, complex needs of victims and survivors. This solicitation seeks innovative proposals from tribes or tribal nonprofit organizations to develop a community wellness, victim-centered strategy that includes a Community Wellness Center as a central organizing force within the tribal jurisdiction. This Community Wellness Center would offer, coordinate, or foster access to a continuum of resources and services that promote victim and community wellness, including a full range of intervention, treatment, health and wellness, prevention, educational and economic development, and cultural resources for the community. This solicitation recognizes there is no single "tribal" model or best practice that is appropriate for all tribes, and that each tribal community must develop its own plan to address violence and victimization.

"The best way [the Federal Government can support tribes] is for the tribes to decide what needs to be done and for the tribes to do it on their own terms, with our enthusiastic support."<sup>1</sup>

~ Ada Deer, Menominee Tribe of Indians of Wisconsin  
Former Assistant Secretary, Bureau of Indian Affairs  
Senate Confirmation Hearing, July 1993

Developing a holistic strategy includes investing in an assessment and planning phase. Therefore, OVC is weighting the selection criteria in this solicitation to focus strongly on submission of a comprehensive problem statement that outlines both challenges and strengths. The application should also document support from tribal government, nonprofit organizations, and other local, state, or federal agencies that may provide services and support to the community, and educational, health care, civic, faith, business, and other potential stakeholders. Successful applicants may opt for a project period of 3 to 5 years for full implementation of proposed projects. An initial phase of up to 12–18 months should support an assessment and the subsequent development of a strategic plan for implementing a community wellness approach that integrates a Community Wellness Center concept. If a tribal community has already completed a comprehensive needs assessment that would support this Wellness Center model, the applicant should describe that assessment and/or strategic plan and may

<sup>1</sup> <http://biography.yourdictionary.com/ada-e-deer>

shorten this initial assessment/planning phase. OVC will work closely with successful applicants and provide specialized technical assistance throughout the project period to develop and implement a viable and sustainable approach, including exploring additional federal, state, and private resources and partnerships. This project is authorized through the U.S. Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat 5, 63, January 17, 2014.

## **Deadlines: Registration and Application**

Applicants must register in GMS prior to submitting an application for this funding opportunity. The deadline to register in GMS is 11:59 eastern time on June 16, 2014, and the deadline to apply for funding under this announcement is 11:59 eastern time on July 15, 2014. See “How To Apply” on page 21 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Program-Specific Information**

### **Purpose**

The goal of this solicitation is to meet the holistic needs of crime victims and survivors through the development of a victim-centered Community Wellness framework that extends beyond crisis victim assistance to meet the longer-term, complex needs of victims, survivors, and their families. Services and resources will include strategies that support recovery from victimization, break cycles of abuse, and support healing for victims and their communities. Victim-centered activities may include traditional healing and other cultural practices; peacekeeping; financial empowerment of victims through education, job training, and community economic development; youth engagement, particularly around interventions to reduce levels of victimization and re-victimization; promotion of physical and emotional wellness; innovative uses of technology; therapy; and programs that promote cultural and community cohesiveness. This wellness framework should integrate the concept of a Community Wellness Center that serves as an integrating hub of proposed activities, although OVC does not expect that all, or even most, services and activities will be conducted at the Center.

In 2013, OVC published the *Vision 21: Transforming Victim Services Final Report*, a comprehensive assessment of the crime victims field. The report noted the need to make services accessible for all victims in American Indian and Alaska Native (AI/AN) communities. It also noted, “a holistic approach to victims’ needs is essential but will require unprecedented collaboration among service providers.”<sup>2</sup> It addressed the disconnect between prevention and victim assistance activities, the innovative use of technology to streamline access to victim assistance, and the struggles of service providers to address the historical, institutional, geographic, and cultural barriers that may prevent victims from receiving services. The Vision 21 Final Report concluded that the traditional model of service delivery is increasingly less viable in the 21<sup>st</sup> century, requiring the development of expansive, flexible, and innovative service models.

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<sup>2</sup> OVC (2013). *Vision 21: Transforming Victim Services. Final Report. Executive Summary*, p. v.

## Background

“Violent crime has reached crisis proportions on many reservations and is having a devastating toll on the daily lives of Native Americans. Based on data reported by tribes to the Bureau of Indian Affairs, we have seen violent crime rates in some parts of Indian Country that are two, four, and sometimes over ten times the national average.”<sup>3</sup> Today’s crime victims and survivors frequently face multiple, interrelated challenges that may include addiction, poverty, inadequate or nonexistent housing, health issues, and a history of multiple and ongoing exposure to violence and victimization. Currently, federally funded victim assistance does not typically provide communities with the flexibility to address the complex challenges of victims and survivors, particularly in tribal communities that do not have a strong economic base.

All communities face challenges in engaging with victims in ways that foster the ability of victims and their families to structure their lives to achieve safety, stability, and well-being. To change long-standing problems takes time, persistent effort, innovation, and recognition of the inherent strengths in every individual and community. In remarks at the 2004 Indian Nations Conference, sponsored by OVC, the American Indian theologian and author Vine Deloria, Jr., provided insight that is as relevant today as it was then:

“You have a perfect opportunity to build new institutions. But, they have to be new, and they have to be built, and they have to be something that the people want to attach themselves to. Project the idea into your community, that you would like a night set aside, maybe every 2 weeks, where you have an open house, and get the elders to tell about their lives. Invite middle-aged people and many children there. Make it a social event to talk about what has happened, in the last century, to your community. If you consistently dedicate yourself to that, people will begin to get attracted to it. And they will understand that we are part of a historical train, and that we represent a Nation that was here hundreds and thousands of years ago. And, we hope that we will be here thousands of years from now. In doing this you elevate the elders to a status, and you get the elders interested. You get them to talk about their lives, and what their parents told them, and what their grandparents told them. Form alliances with friends that you can trust, people who can help you politically, personally, and spiritually, and cling to that. And, when you see younger people coming, bring them into that circle.”<sup>4</sup>

~ Vine Deloria, Jr.

Theologian and American Indian Author

Keynote Address at the OVC Indian Nations Conference, December 2004

In part, OVC seeks to build upon the best-practice models of Family Justice Centers, Child Advocacy Centers, and Tribal Healing Centers, all of which co-locate certain services for targeted types of crime victims (e.g., domestic violence, child sexual abuse) or individuals with service needs. The centers find that co-locating diverse services for their targeted clients can yield benefits for clients, families, and provider agencies that are greater than the sum of the contributing parts.<sup>5</sup> (See [The Family Justice Center Alliance](#) for information on center development, types of services, planning, and implementing considerations for co-located services.)

<sup>3</sup> Attorney General Eric H. Holder, Jr., "Oversight of the Department of Justice," Congressional Testimony before the Senate Judiciary Committee, November 18, 2009, [www.justice.gov/ag/testimony/2009/ag-testimony-0911181.html](http://www.justice.gov/ag/testimony/2009/ag-testimony-0911181.html).

<sup>4</sup> Well Nations Magazine (2005). Keynote Address, Ninth Justice for Victims of Crime. Agua Caliente, CA.

<sup>5</sup> EMT Associates, Inc. (July 2013). Final Evaluation Results: Phase II California Family Justice Initiative Statewide Evaluation, Executive Summary. San Diego: Family Justice Center Alliance, p. 3.

This solicitation moves beyond co-location and coordination of services. It seeks proposals to address the needs of crime victims and survivors in holistic and innovative ways that may not always be *directly* related to victimization, but without resolution, may prevent victims from achieving safety, stability, and well-being for themselves and their families. Consequently, the strategy may include a focus on developing, linking, and leveraging a wide variety of resources to address the complex, multiple, and long-term needs of victims and survivors. Services may expand beyond those typically provided by crime victim assistance programs, not unlike the model used by OVC in its comprehensive services grant program for human trafficking victims, which recognizes that victims' needs may include education, childcare, job skills training, and non-traditional interventions to reduce trauma. Importantly, recognizing that "ancient traditions and teachings of past generations must be part of the solution to many of today's problems,"<sup>6</sup> applicants may choose to include cultural traditions and healing methods (e.g., peacemaking, talking circles, other approaches) into their approach.

The strategy of co-location, linking, and/or increasing access to diverse resources and services within the framework of a tribal Community Wellness Center may offer multiple advantages. Victims and families will get help without traveling to multiple locations and meeting with multiple providers. It may promote higher levels of collaboration and information sharing. Co-locating may also reduce stigma for crime victims by offering services commonly used by the larger community (such as employment or housing services) along with crisis intervention, counseling, and legal advocacy that may be specific to victims of crime.

### **Approach**

To the extent permissible under federal grant appropriations law, OVC is streamlining the application process. Applications should clearly document the community's need for the funding, and should describe—and, to the extent practicable, provide—data on crime and victimization in the community, challenges to be addressed, existing resources that can be used or expanded, and support and buy-in from community stakeholders. The approach should outline an initial planning and assessment phase, followed by an initial concept for implementation of a comprehensive community wellness approach that integrates the establishment or expansion of a Community Wellness Center. OVC recognizes that initial planning and assessment will help define the strategy, and that this type of program will be constantly evolving. OVC funding can support a wide range of activities, including the following:

- Assessing the types of crimes and the broad range of needs crime victims may have.
- Identifying strengths and gaps in resources and services available to support crime victims, survivors, and all community members impacted by victimization.
- Assessing the capacity and readiness of existing service providers to meet those needs.
- Conducting planning activities, such as multi-agency meetings, to define the approach and strengthen the network needed to implement the plan.
- Assessing the community economic viability and resource capacity that will support victims in creating successful long-term plans.
- Developing interagency procedures or protocols that define a shared approach.
- Developing confidentiality agreements or memoranda of understanding.
- Connecting, enhancing, and strengthening collaboration activities, such as stakeholder groups, community events/meetings, or creation of marketing materials.
- Identifying additional resources and expanding services to fill identified gaps.

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<sup>6</sup> History of Victimization in Native Communities. Center on Child Abuse and Neglect, March 2000. Accessed March 20, 2014. <http://www.oumedicine.com/docs/ad-pediatrics-workfiles/victimizationissues.pdf?sfvrsn=2>

- Supporting activities that promote financial empowerment of victims.
- Expanding existing services to reach unserved or underserved victims.
- Develop more effective ways to work with offenders that promote public safety and benefit the victim and the community, such as peacemaking and talking circles.
- Using technology to provide innovative access to information and communication.
- Financing limited renovation of existing buildings to meet fire and safety codes and ensure physical access to individuals with disabilities.

OVC will support specialized technical assistance in all phases of the project. Successful applicants will attend an operational meeting shortly after the grants are awarded to answer questions, assess technical assistance needs, and further enhance development of the project strategy. OVC will work with successful applicants to identify state, federal, civic, foundation, and private resources that might be used to support and complement their strategies.

### **Goals, Objectives, and Deliverables**

OVC seeks to support tribal communities to plan and implement a community wellness strategy that integrates a Community Wellness Center model to improve long-term outcomes for crime victims, survivors, their families, and community members. The Center will provide individualized, long-term support to victims and their families to foster safety, stability, and well-being.

The objectives of this project are the following:

- Ensure that victims, survivors, and their families have access to holistic, trauma-informed, culturally relevant services.
- Develop, link, and leverage resources to address the complex, multiple, and long-term issues of victims and survivors such as substance abuse, health issues, joblessness, educational opportunities, and stable housing that may prevent victims from achieving stability, safety, and overall well-being.
- Promote innovative public safety programs that hold offenders accountable and reduce recidivism while promoting healing for victims.

Successful applicants will be required to submit the following:

- Semi-annual progress reports.
- Quarterly financial reports.
- A written plan at the end of the assessment and planning phase (12–18 months) describing how they will implement their projects.
- A final report at the end of the project that summarizes the activities and outcomes of the project.

### **Amount and Length of Awards**

OVC anticipates that it will make up to three awards, of no more than \$660,000 each, for up to 5 years. Applicants must base requested amounts on the breadth and complexity of the proposed work effort. Successful applications will comprehensively document challenges, existing resources, and community strengths that will support the concept, and will include a strategy that describes a preliminary but substantive outline of what is being proposed. Applicants should plan on an initial planning and assessment phase of 12 to 18 months, followed by an implementation phase. A detailed budget is required for the planning phase, with estimated costs by year for the remaining project period, which, together with the planning and

assessment phase, must not exceed 5 years. Funding requests must be reasonable and supported by the details within the proposal.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### **Budget Information**

Refer to page 15 for additional detail on allowable costs. OVC **strongly encourages** applicants to use the [OJP Budget Detail Worksheet](#), which meets the requirements for both the budget detail worksheet and budget narrative. Generally, allowable costs for this project include the following budget categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contracts/Consultants, Other, and Indirect (if applicable). OVC will consider renovation costs with sufficient justification.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at [www.opm.gov/salary-tables](http://www.opm.gov/salary-tables). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at [conference requirements](#). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

### **Costs Associated With Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps

to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

**Performance Measures**

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To support tribal communities in planning and implementing a community wellness strategy that integrates a Community Wellness Center model to improve long-term outcomes for crime victims, survivors, their families, and community members.	Percent of victims referred for services that received those services.	Number of victims referred for services.  Number of victims who received services (by type of service).
	Number of partners that participate in and contribute to addressing service gaps.	Number of collaborative grant activities identified.
	Number of services provided.	Number of services provided, by type.
	Number of deliverables that meet expectations.	Number of deliverables that meet expectations, as outlined in the deliverables section of the solicitation.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. These initial performance measures will help develop a baseline and serve as the foundation for the project. Applicants should propose additional performance measures that will help measure project outcomes and deliverables. OVC will review measures at the initial operational meeting for successful applicants. Refer to the section "What an Application Should Include" on page 11 for additional information.

### **Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

### **What an Application Should Include**

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, Timeline, and Resumes/Job Descriptions.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

#### **1. Information To Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. OJP’s Grants Management System (GMS) takes information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

## 2. Program Narrative

The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred), have margins that are 1 inch or wider, and not exceed 25 pages. Pages should be numbered “1 of 25,” “2 of 25,” etc. If the Program Narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

### a. Statement of the Problem

**Provide a description of the tribe(s) and tribal communities for the proposed project.** In this section, applicants will discuss information about the tribe(s), members, and non-members; crime rates and other victimization data; resources and services available to victims; and major challenges, gaps, and issues that face the tribal community in comprehensively addressing victim and survivor needs. You may want to include a description of the tribe’s location, tribal communities, and distance between tribal communities, if it helps explain your project plan. You also may want to include a map as an attachment to the Program Narrative. You may provide anecdotal information but are encouraged to include law enforcement and service provider data; use what is available. Describe how culture and tradition are (or are not) part of the tribe’s approach to working with victims of crime. Describe any known barriers that currently prevent crime victims from accessing services. Include any additional information that will help OVC understand your need for this project. Explain the challenges the tribe faces in responding to crime victims, why the project is needed, and why this is the best approach to take for the project. Describe the tribe’s financial need for the project and include any information about existing resources or services that will support the initiative.

### b. Project Design and Implementation

**What do you hope to accomplish?** In this section, you will give a broad overview of your ideas for the community wellness strategy that will incorporate the establishment or enhancement of a Community Wellness Center. Based on the information provided in the previous section, who will be the target victim population for the project? Where will the Center be located? What types of services do you plan to provide at the Center? How will the Center support and promote an overarching strategy that promotes safety, stability, and wellness for victims, survivors, their families, and the overall community? Discuss the partnerships that are already in place to support this project and any additional partnerships needed for the proposed project to succeed. What challenges do you anticipate?

In this section, you will discuss how the proposed strategy might move beyond practices that focus solely on crisis response and short-term assistance to support crime victims as they rebuild their lives and achieve a greater level of safety, stability, and well-being. You may focus on a specific type of crime victimization, such as victims of child abuse, elder abuse, domestic violence, sexual assault, or human trafficking, but OVC encourages you to look more broadly at the multiple types of victimization that occur in a community and their interrelatedness. What key assessment steps will guide the plan to assure implementation of a comprehensive approach? If a relevant needs assessment has already been conducted that would assist in the development of your plan, provide a summary of the assessment results as part of the application. Where do you hope to be in 3 to 5 years through this project?

**How do you plan to get there?** Describe how you plan to develop a comprehensive wellness strategy that uses a Community Wellness Center over the course of this award. Be specific in describing activities or events that will support the process, making sure to explain how the activities will help achieve your stated objectives. For example, as a first step, you will need to assess victims' needs and the challenges they face in getting services to meet those needs.

Explain how you see the various service providers and the community coming together, through the Community Wellness Center, to address victims' needs in a holistic way. Identify specific challenges or issues that you believe will require specialized technical assistance supported by OVC. Housing all services within a single Center may not be the best solution for every community. Some victims and families may be better served by locating certain services closer to where victims live. Regardless of where services are located, you should identify a lead agency to implement the overall community wellness strategy and manage the Wellness Center as a community hub for information, referrals, and coordination.

**Who needs to be involved?** Identify the persons, organizations, agencies, and other groups that will be involved in the needs assessment and strategy plan development to ensure that it is successful and comprehensive. You must attach a timeline to your application but it will not be included in the narrative page count. Identify which organizations and agencies came together to develop the application and document that they will contribute to the development and operation of the Community Wellness Center. You can demonstrate this support by attaching a memorandum of agreement (MOA) or letters of support. (These documents are not included in the page count and should be included as attachments.) A lead agency or organization must be identified for the entire project period; if this lead agency/organization is not the fiscal administrator for the grant, then you will need to explain the relationship between the lead agency and the fiscal administering agency or organization.

**c. Capabilities and Competencies**

In this section, you will demonstrate your ability to manage a major federal grant and to perform the work that is proposed. Briefly describe the key positions needed to work on the project and the responsibilities and skills needed to perform the work. Identify if individuals are already in place for key positions or if they will be hired once the project is funded. Include resumes for current staff and job descriptions for new hires.

NOTE: Resumes and job descriptions should be included as an attachment to the Program Narrative. They will count toward the percentage points for this section but will not be included in the page count for the Program Narrative.

Identify who will be responsible for assuring the project continues moving forward throughout the project period. List the partners who will be involved in the project, including planning committee members, victim service providers, and other important individuals related to the development and implementation of the Wellness Center.

Describe the current level of support for the project from the tribal government and other agencies, community members, service providers, and stakeholders such as the faith-based, educational, business, and civic communities. What will be done to gain additional support, if needed? How will you maintain the involvement of all important agencies and individuals throughout the project? Who will be responsible for grant

reporting and grant management? Include information on the financial management of the project. Describe previous experience in managing grants.

**How will you sustain your community wellness strategy and Community Wellness Center?** Describe your preliminary ideas about long-term sustainability of the community wellness strategy and operation of the Center after grant funding ends. What types of technical assistance do you think you might request from OVC to support your efforts to address issues associated with victimization and promotion of a community wellness strategy?

**d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

**How will you measure success?** Define the changes that you hope to see in your community and explain how you plan to show that these changes have occurred. Explain the measures or evidence you will use to demonstrate success in achieving the goals and objectives you set forth for your Community Wellness Center. It may be helpful to identify additional performance measures to document your progress in completing your planned activities.

**3. Budget Detail Worksheet and Budget Narrative**

OVC recognizes that it may be difficult for programs competitively selected through this solicitation to anticipate all project costs at the onset or planning stage. Applicants should provide a detailed budget for the assessment and planning phase (12–18 months) and should estimate costs by category for subsequent years to implement the project. The total amount requested cannot exceed \$660,000. OVC will work with grantees to assess needs and modify budgets for the implementation phase, based on the final implementation plan.

**a. Budget Detail Worksheet**

Applicants are **strongly encouraged** to use the [OJP Budget Detail Worksheet](http://ojp.gov/grants101/developbudget.htm) to develop both the budget detail and narrative, as it guides the applicant through all required budget detail calculations. The project budget should thoroughly and clearly describe every category of allowable expense listed below. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities). For further guidance in budget development, visit <http://ojp.gov/grants101/developbudget.htm>.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

Applicants must develop a budget that both itemizes and calculates the proposed costs and describes in narrative format the purpose of those costs. The [OJP Budget Detail Worksheet](http://ojp.gov/grants101/developbudget.htm) provides a template to assist applicants in meeting budget requirements.

Allowable costs for this program include:

- **Personnel**—What full-time and part-time positions do you need to support this project? List each position by title and employee name, if available. Identify the annual salary rate and the percentage of time (e.g., 50 percent, 100 percent) the employee will be devoting to the project. List only the employees of the applicant organization; all other grant-funded positions should be listed under the consultants/contracts category. Provide a narrative that explains what each full-time and part-time position listed in this category will do to support the project, their duties, and the services they will provide. Positions required for this project include:
  - i. Project coordinator to support the project 100 percent of the time.
  - ii. Other positions determined by the applicant as necessary to support the project.
- **Fringe Benefits**—What fringe benefits does the applicant organization typically provide to employees? What fringe benefits will be provided to personnel for this project? Base fringe benefits on actual known costs or an established formula. Fringe benefits are for listed personnel (category A) and only for the percentage of time devoted to the project (e.g., 50 percent, 100 percent). Fringe benefits may include life, health, and disability insurance; FICA (the employer match of 7.65 percent of salary only); retirement; and other benefits typically offered by the applicant organization. Provide a narrative that describes how the applicant agency determined the basis for the fringe benefits to employees.
- **Travel**—What travel expenses will you incur through this project? Include two trips for 2–3 key project staff (e.g., project coordinator, financial point of contact) to a location TBD (based on GSA rates for Washington, D.C.) during the first year of the project for 3–4-day operational meetings. Itemize travel expenses (i.e., lodging, meals, mileage, and transportation) for project personnel by purpose and location (e.g., staff to training or conference, stakeholder group meetings). Note that the use of federal grant funds to travel to non-DOJ-sponsored training events requires prior approval from the funding agency.

Provide a narrative description that explains the purpose of each trip/travel expense proposed, how will each trip/travel will support the project, the source of any travel policies you applied, and if applicant or federal travel regulations apply.

- **Equipment**—Is any equipment needed for this project that costs \$5,000 or more? **OVC does not anticipate that equipment will be needed for this project, but will consider these expenses on a case-by-case basis.** List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than 2 years and an acquisition cost of \$5,000 or more per unit. (Note: An organization's own capitalization policy may be used for items costing less than \$5,000.) Include expendable items either in the "Supplies" category or in the "Other" category. Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items and those subject to rapid technical advances. List rented or leased equipment costs in the "Contractual" category. If the applicant is proposing a cost for equipment, use the

narrative section to explain why the equipment is needed for the project to succeed and describe the method that will be used to procure the equipment.

- **Supplies**—What supplies will you need to support this project? List items by type (e.g., office supplies, computer software, postage, training materials, outreach and education materials, copying paper, expendable equipment items costing less than \$5,000) and the basis for computation. Generally, supplies include any materials that will be used, expended, or consumed during the course of the project. Provide a narrative explanation of why each supply is needed to support the project.
- **Construction**—**As a rule, construction costs are not allowable.** In some cases, minor repairs or renovations may be allowable. If the applicant proposes construction costs, a detailed narrative justification of the expense must be provided. OVC will make decisions on a case-by-case basis.
- **Contracts/Consultants**—What other project work will be performed by contracts and/or consultants?

Consultant fees: For each consultant, enter the name, if known; the service to be provided; the hourly or daily fee (8-hour day); and the estimated time spent on the project. Consultant fees in excess of \$650 per day require additional justification and prior approval from OJP.

Consultant expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging).

Contracts: Describe the product or service to be procured by contract and provide an estimate of the cost. Promote free and open competition in awarding contracts. You must provide a separate justification for sole-source contracts of \$100,000 or more.

Provide narrative descriptions to justify your budgeted expenses. Indicate whether you will follow your organization's formal, written procurement policy or the Federal Acquisition Regulations.

- **Other**—What other types of expenses will you incur through this project? List items (e.g., rent, printing/copying, cell phone and telephone, Internet, janitorial or security services, conference/training registration fees, transportation expenses for victims, materials used in cultural ceremonies) by major type, and show how you calculated the costs. For example, for rent, provide the square footage and the cost per square foot or a monthly rental cost and how many months of rent are proposed. Provide narrative descriptions to support the costs listed in the budget detail.
- **Indirect Costs**—Does your organization have an established and federally approved indirect cost rate agreement? Indirect costs are allowed only if you have a federally approved indirect cost rate and you attach a copy of the rate approval (a fully executed, negotiated agreement). For information on how to

obtain an indirect cost rate agreement, go to [http://ojp.gov/archives/financial\\_guides/financialguide09/part3/part3chap17.htm](http://ojp.gov/archives/financial_guides/financialguide09/part3/part3chap17.htm).

**b. Budget Narrative**

Applicants should demonstrate in their budget narratives how they would maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the budget detail worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format.

**Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

**4. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization; or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**5. Tribal Authorizing Resolution**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, certifying that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OVC will make use of and access to funds contingent on receipt of the fully executed legal documentation.

## **6. Applicant Disclosure of High-Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant-making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant-making agency, the applicant must e-mail the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk.
- Date the applicant was designated high risk.
- The high-risk point of contact name, phone number, and e-mail address, from that federal agency.
- Reasons for the high-risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high-risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

## **7. Additional Attachments**

### **a. Applicant disclosure of pending applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and budget detail worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202-000-0000, jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202-000-0000, john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants [including cooperative agreements] that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

**b. Project Timeline**

See the Project Design and Implementation section on page 12 for more information on what to include in the timeline. NOTE: The timeline is a separate attachment that is not part of the page count for the program narrative. The timeline is included in the scoring for the Project Design and Implementation section of your application.

**c. Resumes and Job Descriptions**

See the Capabilities and Competencies section on page 13 for more information on what to include in this attachment. NOTE: Merge resumes and job descriptions into one attachment. This attachment is not part of the page count for the Program Narrative. This attachment is included in the scoring for the Capabilities and Competencies section of your application.

**8. Accounting System and Financial Capability Questionnaire**

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

**Selection Criteria**

Scoring will be based on how clearly and completely the applicant responds to the information requested in each of the sections listed below. Proposals should be aligned with the purpose and intent of the solicitation, as defined in the Program-Specific Information section on pages 5–10.

1. Statement of the Problem (25%)
2. Project Design and Implementation (40%) Note: The timeline is included in this category’s scoring criteria.
3. Capabilities and Competencies (25%) Note: The resume/job description attachment is included in this category’s scoring criteria.
4. Plan for Collecting the Data Required for This Solicitation’s Performance Measures (5%)

5. Budget: complete, cost effective, and allowable (e.g., reasonable, allowable, necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>7</sup> (5%)

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OVC, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality

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<sup>7</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must submit applications through the Grants Management System ([GMS](#)), which provides cradle to grave support for the application, awarding, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). Applicants that experience technical difficulties during this process should e-mail [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or call 888-549-9901 (option 3), Monday—Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

**Note on File Types: GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

All applicants are required to complete the following steps:

**1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

**2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

**3. Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](http://GMS) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).

**4. Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

**5. Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select OVC and the FY 2014 Vision 21 Tribal Community Wellness Centers: Serving Crime Victims’ Needs solicitation title.

**6. Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.

**7. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information and submit the form in GMS. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities

should enter "N/A" in the required highlighted fields. Access the form at [www.ojp.gov/funding/forms/disclosure.pdf](http://www.ojp.gov/funding/forms/disclosure.pdf).

- 8. Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, the Office for Victims of Crime will review only the most recent valid version submitted.

**Experiencing Unforeseen GMS Technical Issues**

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: OVC does not approve requests automatically.** After the program office reviews the submission and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time.
- Failure to follow GMS instructions on how to register and apply as posted on the GMS Web site.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

**Provide Feedback to OJP**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on page 2 of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Application Checklist

### Tribal Community Wellness Centers: Serving Crime Victims' Needs

This application checklist will assist in developing an application.

#### What an Applicant Should Do:

##### *Prior to registering in GMS:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 22)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 22)

##### *To register with GMS:*

- \_\_\_\_\_ For new users, acquire a GMS username and password\* (see page 22)
- \_\_\_\_\_ For existing users, check GMS username and password\* to ensure account access (see page 22)
- \_\_\_\_\_ Verify SAM registration in GMS (see page 22)
- \_\_\_\_\_ Search for correct funding opportunity in GMS (see page 22)
- \_\_\_\_\_ Select correct funding opportunity in GMS (see page 22)
- \_\_\_\_\_ Register by selecting the "Apply Online" button associated with the funding opportunity title (see page 22)

\*Password Reset Notice—GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP or the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

#### General Requirements:

- \_\_\_\_\_ Review "[Other Requirements](#)" Web page.

#### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$660,000.

#### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)
- \_\_\_\_\_ Program Narrative (see page 12)
- \_\_\_\_\_ Budget Detail Worksheet and Budget Narrative (see page 14)
  - \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 9)
  - \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 9)
- \_\_\_\_\_ Disclosure of Lobbying Activities (see page 22)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 17)
- \_\_\_\_\_ Tribal Authorizing Resolution (see page 17)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 18)
- \_\_\_\_\_ Additional Attachments
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 18)
  - \_\_\_\_\_ Project Timeline (see page 19)

- \_\_\_\_\_ Resumes of Key Staff and/or Job Descriptions (merged into one file)  
(see page 19)
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)  
(see page 19)