Outline of the Presentation

Section 1:
Background on the Office for Victims of Crime (OVC)
Overview of the Coordinated Tribal Assistance Solicitation (CTAS)

Section 2:
Purpose Area 6: Children’s Justice Act Partnerships for Indian Communities Program

Section 3:
Purpose Area 6: Application Requirements

Section 4:
How to Apply for Funding

Section 5:
Tips and Resources
Overview of the Office for Victims of Crime and Coordinated Tribal Assistance Solicitation
Office for Victims of Crime (OVC)

OVC Programs Support:

• Victims in tribal communities
• State victim compensation and assistance programs
• Training and technical assistance and information resources
• Victims of international terrorism and mass violence (home and abroad)
• Coordination with Federal Agencies provision of victim services
• Victims of human trafficking
• National-scope demonstration and service projects
Examples of OVC Tribal Specific Projects

- FY 2018 Tribal Victim Services Set-Aside Program
- American Indian/Alaska Native Training and Technical Assistance Program
- National Indian Nations Conference
- Developing Future Victim Specialists for Indian Country Program

- Project Beacon: Increases Services for Urban AI/AI Victims of Sex Trafficking
- Tribal Victim Service Resource Project
- **Coordinated Tribal Assistance Solicitation (CTAS)**
  - Purpose Area 6
  - Purpose Area 7

For more information regarding OVC projects, visit: www.OVC.GOV
What is CTAS?

CTAS is the overarching structure under which tribes can apply for up to TEN separate grant programs through one single application!
<table>
<thead>
<tr>
<th>DOJ Offices &amp; their CTAS Program/Purpose Area(s) (PA)</th>
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</thead>
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<tr>
<td><strong>COPS Office</strong></td>
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<tr>
<td>Safety and Community Policing (PA #1)</td>
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<tr>
<td><strong>All DOJ (COPS Office, BJA, OVC, OJJDP, &amp; OVW)</strong></td>
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<td>Comprehensive Tribal Justice Systems Strategic Planning (PA #2)</td>
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<td><strong>BJA</strong></td>
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<td>Tribal Justice Systems (PA #3)</td>
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<td><strong>BJA</strong></td>
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<td>Tribal Justice System Infrastructure Program (PA #4)</td>
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<td><strong>OVC</strong></td>
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<td>Children’s Justice Act Partnerships for Indian Communities (PA #6)</td>
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<td>Tribal Victim Services Program (PA #7)</td>
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<td>Juvenile Tribal Healing To Wellness Courts (PA #8)</td>
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<td>Tribal Youth Program (PA #9)</td>
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<td><strong>BJA</strong></td>
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<td>Addressing Violent Crime in Tribal Communities (PA #10)</td>
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CTAS: Purpose Areas that Support Victims of Crime

- **PA 5**: Improves the criminal justice system response to violence against women, including support to law enforcement, prosecution, courts, and multi-disciplinary teams.  
  **Serves**: women and children

- **PA 6**: Improves the investigation, prosecution, and handling of cases of criminal child abuse and neglect, and particularly child sexual abuse cases.  
  **Serves**: child victims of crime

- **PA 7**: Improves services for all victims of crime to address the victim service needs of tribes.  
  **Serves**: all victims of crime
Purpose Area 6:
Children’s Justice Act Partnerships for Indian Communities Program
Important Award Information:

Maximum Award Amount: $450,000

Number of Awards to be Made: Approximately 6

Award Timeline: October 1, 2019 – September 30, 2022
Who is Eligible to Apply Under CTAS?

Each CTAS purpose area may have different eligibility requirements.

Under Purpose Area 6, the following applicants are eligible to apply:

- Federally-recognized Tribes as determined by the Secretary of the Interior
- Alaska Native Villages and Corporations
- Tribal Consortium consisting of two or more federally-recognized Tribes

**Tribal designees are eligible participants** and must provide a current tribal resolution or other satisfactory legal enactment from the tribe as part of the application.
Applicants who received Purpose Area 6 funding in FY 2017 or FY 2018 ARE NOT eligible to apply for the FY 2019 Purpose Area 6 program.
Goal: To provide funding and TTA to help AI/AN communities develop, establish, and operate programs designed to improve the investigation, prosecution, and handling of cases of criminal child abuse and neglect, particularly child sexual abuse cases, in a manner designed to minimize trauma for child victims and their non-offending family members.

Objectives:
- Improve the capacity of existing tribal systems that serve child abuse victims and their non-offending families, including support for comprehensive and multidisciplinary responses.
- Develop and establish specialized services (including emergency services) and procedures that address the needs of child abuse victims and their non-offending family members.
Allowable Activities Under CJA

- **Staffing and Fringe Costs**
  - Specialized prosecutors or investigators, forensic interviewers, mental health professionals, etc.

- **Victim Assistance**
  - Services must be linked to child victimization

- **Coordination/Outreach/Awareness/Education**
  - Development of tribal codes related to defining and expanding victims rights and relevant criminal tribal codes related to criminal child abuse and neglect
  - PSAs, posters, brochures, fact sheets sharing information about types of victimization, how to report and seek help, and information about your specialized program.
Cultural and Traditional Practices
- Sweat lodges, talking circles, and/or healing ceremonies for child abuse victims and survivors etc.

Equipment and Supplies Related to Serving these Crime Victims
- Computers, leasing a vehicle, office furniture, information sharing database, supplies for outreach materials

Training and Travel
- Budget for at least 2 appropriate staff to attend at least 3 OVC Related Trainings:
  - Indian Nations Conference, New Grantee Orientation, OVC Regional Training
  - Victim related trainings with Grant Manager Approval
Unallowable Costs and Activities

While these funds can be used to provide a wide range of services to victims of crime, there are some statutory limitations on how the funds can be used.

These funds cannot be used to pay for costs associated with:

- Services for criminal offenders;
- Primary crime prevention activities (before abuse occurs);
- Construction.
What Type of Projects Can Purpose Area 6 Support?

- CASA Program
- Child Forensic Interviewer
- Pediatric SANE Nurses
- Special Crimes Against Children Investigator or Prosecutor
- Child Advocacy Center
Required Project Deliverables

Recipients will be required to submit the following deliverables to OVC within the first 18 months of the award:

- Community Needs Assessment
- Privacy Certificate
- Strategic Plan
- Logic model
All recipients must complete the following reports:

- **Quarterly Performance Measures Data Collection:** Award recipients will be required to complete the following sections of the Transforming Victim Services module in OVC’s online **Performance Measurement Tool** (Training will be provided on the use of this tool).
  - VI. Strategic Planning
  - VII. Victim Services

- **Semi-Annual Progress Reports and Quarterly Financial Status Reports**
Training and Technical Assistance (T & TA)

OVC offers **FREE T & TA** to all CTAS Grantees!!

The OVC funded T & TA Providers, Unified Solutions and Fox Valley Technical College, can:

- **Provide hands-on assistance** to you in completing your grant deliverables. When created in a timely manner and with your team’s participation, these deliverables can be **meaningful tools** and guides for you throughout the length of your project.

- **Offer** a variety of **customized training** opportunities to help you carry out the important work of your awarded project;

- **Tailor** training and technical assistance to **support under-resourced communities**;

- **Design** culturally-sensitive learning experiences;

- **Assist** with **community engagement**; and

- **Develop and evaluate** victim services programs.

When developing your budget, remember to utilize the available and **FREE T & TA services**!
Purpose Area 6:
Application Requirements
CTAS Solicitation is LIVE!

When did the solicitation open?

November 27, 2018

Where can I find the solicitation?

www.justice.gov/tribal/open-solicitations

When does the solicitation close?

February 26, 2019 at 9:00 p.m. ET
Applications Should Include

The following information **must be included** in the application submission:

- **Tribal Community & Justice Profile** (30% of the application score)
- **Purpose Area Narrative** for each **Purpose Area** for which the applicant is applying (55% of the application score)
- **Budget Detail Worksheet and Narrative** (15% of the application score)

If you fail to submit **ANY** of above documents, your application will not be considered for funding!

For additional information, please review Section D of the [FY 2019 CTAS Solicitation](#).
The Tribal Community and Justice Profile (30% of the Application Score)

The Tribal Community and Justice Profile is designed to enable a tribe to describe its community strengths, resources, challenges, and needs. For detailed information about these requirements see the CTAS Application Resource Guide.
The proposal must not exceed 10 pages (this includes template text).

Answer each of the 10 questions and make sure to:

- Define the current status of your victim services program
- Explain the issue funding will address
- Describe how the program is designed and how the project will be implemented
- Briefly describe the current grant funded projects within your area and any pending applications
- Highlight community partnerships and the structure of the program

To download the Purpose Area 6 Narrative, visit: https://grants.ojp.usdoj.gov/CTAS/
The **Program Design and Implementation section** should include goals, objectives and activities that are aligned with serving child victims of crime.

- Be brief, concise, and clear.
- Make sure the information is consistent throughout your proposal.
- Create solid goals and measurable objectives:
  - Objectives should be **SMART:**
    - Specific, Measurable, Attainable, Realistic, and Time-bound
  - Focus on setting a realistic timeline to complete your project.
The proposed budget should not exceed **$450,000** and must be consistent with the program narrative and a 3 year project period.

- Use the CTAS Budget Detail Worksheet to create the budget. You can find it at [https://grants.ojp.usdoj.gov/CTAS/](https://grants.ojp.usdoj.gov/CTAS/) or in the Grants Management System (GMS).

- The budget must include costs for 2 appropriate staff to attend at least 3 required OVC training events:
  - CTAS Grantee Orientation
  - OVC Mandatory Training
  - National Indian Nations Conference

- Properly link all costs outlined in the Budget Detail Worksheet to the Program Narrative!
Budget Detail Worksheet (continued)

- **Do the Math**— Provide calculations and total cost for each expense
- **Support your Request**— Clearly link the expenses to the proposal
- **Stay within Budget**— Do not exceed $450K
- **Know the Timeline**— All awards are three year projects! (*extensions are not allowed*)

All costs must be....

Reasonable ➔ Allowable ➔ Consistent ➔ Allocable
Reminders when Drafting Key Documents

- Use simple and concise language.
- Information should be presentable and organized!
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the Purpose Area 6 goals and objectives.
Put yourself in the reviewers’ shoes!

- Did you properly convey the need for funding?
- Consider the audience and review criteria
- Is the application cohesive?
- Use spell and grammar check!
Applications Should also Include

Along with the 3 required documents, the following information should be included in the application submission:

- Project Abstract
- Tribal Authority to Apply
  Documentation/Tribal Resolution
- Applicant Disclosure of High Risk Status
- Applicant Disclosure of Pending or Active Applications
- Disclosure of Lobbying Activities
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Other Attachments (as needed)
  - OVC Approved Strategic Plan or Logic Model
  - Resumes of Key Personnel

See Section F in the CTAS FY 2019 Solicitation for specific application requirements by Purpose Area.
An abstract is a **clear and simple summary statement** about your proposal. This statement should be no more than 400 words and should include:

- Name of the applicant
- Insert itemized goals of project

The CTAS Committee has created a template that applicants may use to develop their abstract!

To download the Purpose Area 6 Abstract Template, visit: [https://grants.ojp.usdoj.gov/CTAS](https://grants.ojp.usdoj.gov/CTAS)
If an applicant is currently designated as high risk by a federal grant-making agency, then the applicant must include the following information in its application:

1) NAME AND CONTACT INFO OF THE DESIGNATING AGENCY
2) DATE OF DESIGNATION
3) REASON FOR DESIGNATION

**Question:** How do I find out if my agency is currently designated high risk?

**Answer:** There is no central database an applicant can reference to determine high risk status. Applicants are required to self report.

**Question:** Is there a form I can fill out?

**Answer:** No, applicants are required to submit a letter or statement that outlines their designation status.

**Question:** If my agency is not labeled as high risk, do I still need to submit a disclosure?

**Answer:** Yes, applicants are still required to submit a letter or statement that simply states the agency has not been designated high risk. If an applicant fails to provide their disclosure with the application, a withholding special condition will be placed on the award and the applicant will not have immediate access to funds until a response is provided to OJP.
The disclosure (written statement) 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 subgrant federal funds).

This written statement should include:

- The federal or state funding agency name
- The solicitation name, purpose area and project name
- The point of contact information at the applicable funding agency

Access to funds may be withheld if this form is not submitted with the application.
All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LLL with the FY 2019 CTAS application.

To download the Disclosure for Lobbying Activities form, visit: https://ojp.gov/funding/Apply/Resources/Disclosure.pdf

Access to funds may be withheld if this form is not submitted.
1. Download the form from the OJP website
2. Must be completed by applicant’s chief financial officer (or equivalent)
3. Attach completed form to application in the GMS

To download the Questionnaire, visit: https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf
How to Apply for Funding
Application Timeline

- Solicitation Opened: **Tuesday, November 27, 2018**
- Solicitation Closes: 9 p.m. Eastern Standard Time, **Tuesday, February 26, 2019**
- DOJ expects to award grants no later than **September 30, 2019**
- All project **START** dates should be on or after **October 1, 2019**

Please Note: Successful applicants **MAY NOT** begin work until the budget has been reviewed and approved by OJP. Additional information and/or restrictions may be provided in the award package.
How to Apply

All Applicants should complete the following steps:

1. Acquire a Data Universal Numbering System (DUNS) Number
2. Acquire or renew registration with the System for Award Management (SAM) database well in advance of applying (replaces the Central Contractor Registration (CCR)).
3. Acquire a GMS username and password
4. Verify the SAM registration in GMS
5. Search for the funding opportunity in GMS
6. Register by selecting the “Apply Online” button associated with the solicitation title.
7. Submit an application consistent with this solicitation by following the directions in GMS.

For additional information, please review Section H of the FY2019 CTAS Solicitation.
Using the Grants Management System

For technical assistance with submitting an application, contact the GMS Support Hotline:
Phone: 888-549-9901, option 3 or Email: GMSHelpDesk@usdoj.gov
GMS takes information from the applicant’s profile to populate the fields on the SF-424 form. An applicant with a current, active award must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying.
Check the SF-424

- Type of Submission: “Application Non-Construction”
- Type of Application: “New”
- Descriptive Title of Applicant’s Project: Recommend using: “OVC FY 2019 CJA Program.”
- Start/End dates: 10/1/2019 - 09/30/2022
- Estimated Funding: Must match the federal request in the Budget Detail Worksheet
- Authorized Representative: Must be someone with the authority to accept a federal award
TIPS AND RESOURCES
Education, Outreach, Training & Technical Assistance

• Visit DOJ’s dedicated CTAS website for up-to-date information: www.justice.gov/tribal

• Webinars are scheduled during the open period of the solicitation

• Fact Sheets and Frequently Asked Questions are available
This guide contains strategies to:

• Read and comprehend a complex grant solicitation;
• Coordinate a robust grant-writing team;
• Identify and articulate the needs of your community through data driven processes;
• Generate and capture ideas and solutions from your community; and
• Organize key community players to execute the proposed program.

To access the Online Guide, visit: www.justice.gov/tribal/grants
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<tr>
<th>Topic</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>CTAS Overview</td>
<td>These webinars have concluded, however, recordings will be available online at <a href="https://www.youtube.com/user/OJPOCOM">https://www.youtube.com/user/OJPOCOM</a></td>
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<tr>
<td>Budget Development Overview</td>
<td></td>
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<tr>
<td>Guide to the Online Tool for Grant Writing</td>
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<td>Purpose Area 2, 3, 4 and 10</td>
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<tr>
<td>Purpose Area 1</td>
<td>Thursday, January 17, 2019 @ 2 pm ET</td>
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<td>Purpose Area 5</td>
<td>Tuesday, January 22, 2019 @ 2pm ET</td>
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<td>Purpose Area 7</td>
<td>Tuesday, February 12, 2019 @ 2pm ET</td>
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<tr>
<td>Budget Detail Worksheet Completion</td>
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<tr>
<td>Application Checklist and Q&amp;A</td>
<td>Tuesday, February 12, 2019 @ 2pm ET</td>
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Before submitting your CTAS Application be sure to upload...

- Tribal Justice Program Narrative
- Purpose Area 6 Program Narrative
- Budget Detail Worksheet and Budget Narrative
- Abstract
- Current Tribal Authority to Apply for Grants
- Financial Management and System of Internal Controls
- Applicant Disclosure of Pending Applications and Active Awards
- Applicant Disclosure of High-Risk Status
- Disclosure of Lobbying Activities
- Indirect Cost Rate Agreement (if applicable)
- Other attachments
  - OVC Approved Strategic Plan or Logic Model
  - Resumes of Key Personnel
Important Websites

- Office for Victims of Crime: www.ovc.gov
- Grants Management System: grants.ojp.usdoj.gov/
- To download key CTAS documents: grants.ojp.usdoj.gov/CTAS/
- DOJ Tribal Justice: www.justice.gov/tribal/open-solicitations
- OJP Grants Resource Guide: ojp.gov/funding/
Technical Assistance for Submitting an Application:
GMS Support Hotline: 888-549-9901, option 3 | GMSHelpDesk@usdoj.gov

Programmatic and General Assistance with the Solicitation Requirements:
DOJ Response Center: 800-421-6770 | TribalGrants@usdoj.gov
DOJ Response Center
Email: tribalgrants@usdoj.gov
Phone: 1-800-421-6770