OVC FY 2018 Tribal Victim Services Set-Aside Program
Phase 1 Pre-Application Webinar

**Presenters:**
Kimberly Woodard
Senior Tribal Affairs Specialist

Sean Smith
Grants Policy Analyst

June 28, 2018
Agenda

• About OVC
• Overview of Tribal Set-Aside Program
• The Phase 1 Application Process
• Application Submission Process in GMS
• Questions & Answers
About OVC

• Created by federal Victims of Crime Act of 1984.
• Majority of funds are distributed by statutory formula to states for victim assistance and compensation & also to FBI victim services/USAO victim services.
• OVC administers discretionary award programs supported by federal Crime Victims Fund (CVF).
• Current CVF-funded Tribal-specific Programs:
  • Comprehensive Tribal Victim Assistance Program (CTVA)
  • Children’s Justice Act Partnership for Indian Communities (CJA) Program
About the Tribal Set-Aside Program

- Commerce, Justice, Science, and Related Agencies Appropriations Act, 2018 § 510
  - 3% of the FY 2018 CVF obligations set-aside to improve victim services to tribes
- FY18 CVF Obligations to OVC: $4.4 billion
- FY18 Tribal Set-Aside (3%): $133 million
- Funding Allocated for this Grant Program: $110 million
Eligibility (Cover Page)

- Federally recognized Indian Tribes, including Alaska Native villages or regional or village corporations as defined in or established pursuant to the Alaska Native Claims Settlement Act
- Tribal consortia
- Tribal designees

Only one application per applicant!
Application Deadline & Award Type

• Phase 1 Application Deadline: 9:00 p.m., ET, on August 6, 2018

• Notice to Phase 1 applicants that will move on to Phase 2: By September 30, 2018.

• Application is through GMS only; not Grants.gov

• Type of Award: Grant award

Review SAM.gov alert on p.2 of the solicitation.
Award Amount (P. 7)

• Award Amount:
  • Up to $720,000 per applicant; or
  • $720,000+ (with adequate justification)

Final award amount determined in Phase 2

• Some applicants who make it to Phase 2 might not receive funding if the documentation in Phase 2 (programmatic and financial) is not sufficient.
• The final award amount may be reduced if budget is not reasonable or contains unallowable costs.
Period of Performance (P. 8)

• Three Years:
  • Actual start date may vary by applicant
  • During Phase 2, applications for approved Phase 1 applicants will be accepted until January 4, 2019 – can start sooner.
  • All Phase 2 decisions will be made no later than April 15, 2019.
  • End date for this program for all applicants will be April 15, 2022.
Program Scope- Victim Services Only (P. 6)

• Needs Assessment & Strategic Planning for Victim Service Programming
• Program Development & Implementation
• Program Expansion for existing programs:
  • Scope
  • Types of victims served
  • Types of crimes addressed
  • How services delivered

See Appendix A for a more comprehensive list of allowable activities, or call/email NCJRS (p. 2).
Activities Not Eligible for Funding

- Crime prevention
- Prosecution
- Investigation
- Corrections
- Construction

See Appendix A for a more comprehensive list of unallowable activities, or call/email NCJRS (p. 2).
Phase 1 Application

- Program Narrative (pp. 9-11)
- Preliminary Budget (p. 11 & Appendix B)
- Standard Form-424 (pp. 11-12)
- Financial Management & System of Internal Control Questionnaire (pp. 12-13)
- Certifications & Assurances (p. 16)
- Authorizing Tribal Resolution (Designees Only in Phase 1; see pp. 13-14 for details)
Program Narrative

• Page Length: 4-8 pages

• Five Required Elements:
  • Tribal Overview
  • Current State of Victim Services
  • Description of the Issue
  • Project Design & Implementation Description
  • To avoid duplicate funding requests, address any other grants received or pending with any federal agencies.
Preliminary Budget

• Use the Budget form in Appendix B
  • No itemization required in Phase 1
  • Must use OJP-approved budget categories (including personnel, fringe benefits, travel, equipment, supplies, procurement contracts, sub-awards, indirect costs, and other costs)
Standard Form-424 (SF-424)

• Federal Amount Requested & Preliminary Budget totals must match

• 1st Time Applicants: confirm the legal name, address, EIN & DUNS# entered into the SF-424

• Current OJP Grantees:
  • Use Legal Name, EIN & Mailing Address on file with OJP, and enter DUNS#
  • Update Legal Name & Mailing Address as necessary
Financial Management & Systems of Controls Questionnaire

• Download from OJP website.
• Must be completed by applicant’s chief financial officer (or equivalent) for OJP to evaluate applicant’s financial capabilities and internal controls.
• Attach completed form to application in GMS.
Tribal Authorizing Resolution

• Required for Tribal Designees only in Phase 1
• Tribes and Tribal Consortia must submit resolution in Phase 2
Phase 1 Review Process

• Confirm eligibility

• Confirm all Phase 1 documents have been submitted, and applicant has demonstrated its financial capability & internal controls.

• Ensure the proposal addresses all programmatic information and reflects reasonable & allowable activities and costs.

• **Notice of Decision**: By 9/30/18
Successful Phase 1 Applicants

• Will receive an award offer notice by 9/30/18
• Will have 3 months to satisfy Phase 2 application requirements (10/1/18 - 01/04/19)
• No obligations, expenditures, or draw-downs until Phase 2 decision and applicable withholding special conditions are met.
Important Reminders

• Award amounts can be reduced from Phase 1 to Phase 2.

• Award may not be made in Phase 2 if the documents submitted do not demonstrate the applicant’s internal controls and financial capability to manage a federal grant.
GMS External Training
GMS Registration (Account Creation)
https://grants.ojp.usdoj.gov
### Registration Information

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### Authorized Representative

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<td><strong>Title</strong>:</td>
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**Please make sure all values are correct before proceeding.**

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*Please make sure that all of the above information is correct before proceeding. Proceeding Create Account will establish an account that will allow access to the on-line GJP Grant Management System.*
You have been successfully registered.

Currently, there are no applications in GMS for you.

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on Funding Opportunities.

OMB Form 1123-0243, exp. 07/31/2007
Attention Grant Applicants.
The Grants.Gov Program Management Office (PMO) has informed the Department of Justice that there are intermittent problems with submitting grant applications via Grants.Gov.

The PMO has advised applicants that experience slow response during the application process to select the "submit" button several times if the system doesn’t respond the first time the applicant presses "submit".

If the applicant continues to experience problems submitting the application, please contact the Grants.Gov helpdesk (instructions for contacting the helpdesk are located at http://www.grants.gov/contactus/contactus.jsp

OVC VOCA Victim Compensation Administrators. Crime Victim Compensation State Certification Submission is available in GMS. Please review the job aids at https://grants.ojp.usdoj.gov/gmsHelp/index.html

NOTICE TO USERS You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or date stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information, see the Department order on Use and Monitoring of Department Computers and Computer Systems (NIST 000-53).
Grant Management System Home

All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the Refresh button.

<table>
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</table>

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on Funding Opportunities.

Office of Justice Programs allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's contact and vendor information as well as the user's applications, award, grant adjustments, and progress reports under your current user profile. To begin consolidating accounts click on Consolidate User Accounts.

**BJA FY 07 Project Safe Neighborhoods Anti-Gang Training Program**

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**BJA FY 09 Drug Court Training Initiative**

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Grant Management System Home

Funding Opportunities

Office of Justice Programs has many other funding opportunities that you may be eligible for. Search for available solicitations by choosing from the following criteria. Press the Ctrl button on your keyboard to select multiple selections from the Program Office and Program Name Menu boxes.

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<th>Program Office</th>
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<td>Bureau of Justice Statistics</td>
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Search

You may also search by keyword for funding opportunities.

Keyword Search

Search
### Funding Opportunities

#### Search Criteria
- **Program Office:** Bureau of Justice Assistance
- ** Solicitation Name:** All
- **Keyword:** None

12 Solicitation(s) found.

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* R: Recovery Act
Deadlines

• **The Registration Deadline** is the date by which the grantee must BEGIN the application in GMS. Once *Apply Online* is clicked, the application has been started.

• **The Application Deadline** is the date by which the grantee must SUBMIT the application in GMS.
U.S Department of Justice
Office of Justice Programs

Registration/Search in Grants.Gov
Budget and Program Attachments

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

[File Name: CloseoutScenarios.doc]

Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.
1. Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

☐ I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.
STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133, Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.


7. If a governmental entity:

   a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

   b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
NOTE: You must click on the "Accept" button at the bottom of the page before closing this window.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 89, "Novel Restrictions on Lobbying," 2 CFR Part 2597, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 2 CFR Part 93, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a false certification of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction (grant, cooperative agreement, or subcontract).

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 89, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 89, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the underwriter, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant or cooperative agreement, the undersigned will complete and submit Standard Form - LLL, 'Disclosure of Lobbying Activities,' in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 267, for prospective participants in primary covered transactions, as defined at 2 CFR Section 267.20(a):

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal, State, or local agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 89. Subpart F. for grantees, as defined at 28 CFR Sections 93.620 and 93.660:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace.

(2) The grantee’s policy of maintaining a drug-free workplace.

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement of any grant be given a copy of the statement required by paragraph (a).

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction

(j) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(k) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(l) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (l) of this certification.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

[Accept]
## APPLICATION FOR FEDERAL ASSISTANCE

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<th>2. DATE SUBMITTED</th>
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<td>3. DATE RECEIVED BY STATE</td>
<td>4. DATE RECEIVED BY FEDERAL AGENCY</td>
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### 5. APPLICANT INFORMATION

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<tr>
<td>State of New Hampshire</td>
<td>New Hampshire Department of Justice</td>
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**Address**

33 Capitol Street  
Concord, New Hampshire  
03301-6197

**Name and telephone number of the person to be contacted on matters involving this application**

Brackett, Timothy  
(603) 271-8090

### 6. EMPLOYER IDENTIFICATION NUMBER (EIN)

02-6002518

### 7. TYPE OF APPLICANT

- State

### 8. TYPE OF APPLICATION

### 9. NAME OF FEDERAL AGENCY

Bureau of Justice Assistance

### 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE

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<td>11.555</td>
<td>Public Safety Interoperable Communications</td>
</tr>
</tbody>
</table>

### 12. AREAS AFFECTED BY PROJECT

### 13. PROPOSED PROJECT

- Start Date:  
- End Date:

### 14. CONGRESSIONAL DISTRICTS OF

- a. Applicant  
- b. Project

### 15. ESTIMATED FUNDING

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>0</td>
</tr>
<tr>
<td>Applicant</td>
<td>0</td>
</tr>
<tr>
<td>State</td>
<td>0</td>
</tr>
<tr>
<td>Local</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td>Program Income</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
</tr>
</tbody>
</table>

### 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

- Yes  
- No

### 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

- Yes  
- No

### 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION FORM ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.
Submit Application

You can Submit this application only when the following checklist is complete. Click on the "Incomplete" link to get more details for the corresponding incomplete item.

<table>
<thead>
<tr>
<th>Status</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>Overview</td>
</tr>
<tr>
<td>Complete</td>
<td>Applicant Information</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Project Information</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Budget and Program Attachments</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace</td>
</tr>
</tbody>
</table>

You may not submit your application until your user id has been approved and all of the above conditions are marked as "Completed".
The following problems were found:

- You need to select a Type of Application.
- You need to select a Type of Submission.
- You need to specify if the application is subject to review by state executive order 12372 Process.

This handbook allows you to complete the application process for applying to the BJA FY 09 Solicited. At the end of the application process you will have the opportunity to view and print the SF-424 form.

<table>
<thead>
<tr>
<th>*Type of Submission</th>
<th>Application Construction</th>
<th>Preapplication Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Non-Construction</td>
<td>Presubmission Non-Construction</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Type of Application</th>
<th>Type of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Revision, select appropriate option</td>
<td></td>
</tr>
<tr>
<td>If Other, specify</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Is application subject to review by state executive order 12372 process?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, This preapplication/application was made available to the state executive order 12372 process for review on</td>
</tr>
<tr>
<td>No, Program is not covered by E.O. 12372</td>
</tr>
<tr>
<td>N/A, Program has not been selected by state for review</td>
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</tbody>
</table>

[Save and Continue]
## Submit Application

<table>
<thead>
<tr>
<th>Status</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Overview</td>
</tr>
<tr>
<td>Complete</td>
<td>Applicant Information</td>
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<tr>
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</tr>
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<td>Complete</td>
<td>Budget and Program Attachments</td>
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<tr>
<td>Complete</td>
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</tr>
<tr>
<td>Incomplete</td>
<td><img src="#" alt="Submit Application button" /></td>
</tr>
</tbody>
</table>
Submit Application

Your application for the BJA FY 08 Prisoner Reentry Initiative (PRI) has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.

Grant Management System Home

All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the Refresh button.

<table>
<thead>
<tr>
<th>Year</th>
<th>Solicitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on Funding Opportunities.

Office of Justice Programs allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's contact and vendor information as well as the user's applications, awards, grant adjustments, and progress reports under your current user profile. To begin consolidating accounts click on Consolidate User Accounts.

BJA FY 07 Project Safe Neighborhoods Anti-Gang Training Program

<table>
<thead>
<tr>
<th>Year</th>
<th>Application No.</th>
<th>Status</th>
<th>Correspondence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>2009-G0160-NH-TL</td>
<td></td>
<td>No Messages</td>
<td>View</td>
</tr>
</tbody>
</table>

- Application submitted and last updated on 07/27/2009
Please submit questions during the presentation by using the Q&A box and selecting all panelists.
Resources


• System for Award Management: www.sam.gov

• OJP’s GMS: https://grants.ojp.usdoj.gov/gmsexternal/
Technical Assistance

- **GMS Support Hotline (Available 24-7)**
  - Phone: 888–549–9901, option 3
  - E-mail: GMS.HelpDesk@usdoj.gov

- **National Criminal Justice Reference Service (NCJRS) Response Center (10am-6pm, e.t.. Mon.- Fri.)**
  - Phone: 800-851-3420; TTY 301-240-6310
  - E-mail: grants@ncjrs.gov
  - Web Chat: https://webcontact.ncjrs.gov/ncjchat/chat.jsp