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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: Linking Systems of Care for Children and Youth State Demonstration Project. This project furthers the Department's mission by developing models for coordinated responses to effectively identify and assess child and youth victims and provide comprehensive services.

## **FY 2014 Vision 21: Linking Systems of Care for Children and Youth State Demonstration Project**

### **Eligibility**

Applicants are limited to state agencies, public agencies, and federally recognized tribal governments (as determined by the Secretary of the Interior). Units of government may partner as co-applicants, when necessary, to achieve the goals of this solicitation; however, a lead agency must be identified.

Lead applicants must partner with a collaborative body that includes representatives of state government, victim services, law enforcement, health services (physical, mental, and behavioral), juvenile justice, courts, educators, and other state, tribal, and local entities. Partners should collectively have expertise in victim services (including victim compensation), child and youth victimization, child welfare, juvenile justice, law enforcement, mental health, and other key components identified by the applicant.

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 20.) All applications are due by 11:59 p.m. eastern time on May 21, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov 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 Sharron Fletcher, Lead Victim Justice Program Specialist, by telephone at 202-305-2358 or by e-mail at [Sharron.Fletcher@usdoj.gov](mailto:Sharron.Fletcher@usdoj.gov).

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# FY 2014 Vision 21: Linking Systems of Care for Children and Youth State Demonstration Project (CFDA #16.582)

## Overview

This solicitation seeks to address the enduring issue of child and youth victimization through state-level demonstration projects. Victimization, left unaddressed, can have serious, long-lasting consequences for children's physical and mental health. Research demonstrates that trauma left untreated may manifest into a range of physical, emotional, and behavioral problems. We pay for child and youth victimization in many ways: health and mental health care, child welfare, special education, juvenile and criminal justice, and losses in productivity over the individual's lifespan. Although many systems exist to respond to these various issues, these systems often fail to communicate and collaborate effectively to get to the root of the problem. Through this solicitation, OVC is seeking state-level demonstration sites that will bring all of the relevant systems and professionals together to establish a coordinated approach. This approach will ensure that every child entering these systems is assessed for victimization, that children and their families are provided comprehensive and coordinated services to fully address their needs, and that practices and policies are established to sustain this approach long term. The project will be conducted in two phases—Phase 1: Planning (15 months) and Phase 2: Implementation (5 years)—and funded incrementally in 15-month periods. This project is authorized by 42 U.S.C. § 10603(c)(1)(A).

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is **11:59 p.m. eastern time on May 21, 2014**. See "How to Apply" on page 20 for details.

## Eligibility

Applicants are limited to state agencies, public agencies, and federally recognized tribal governments (as determined by the Secretary of the Interior). Units of government may partner as co-applicants, when necessary, to achieve the goals of this solicitation; however, a lead agency must be identified.

Lead applicants must join in partnership with a collaborative body that includes representatives of state government, victim services, law enforcement, health services (physical, mental, and behavioral), juvenile justice, courts, educators, and other state, tribal, and local entities. Partners should collectively have expertise in victim services (including victim compensation), child and youth victimization, child welfare, juvenile justice, law enforcement, mental health, and other key components identified by the applicant.

Applicants must demonstrate the capacity to convene an array of state policymakers and stakeholders. Applicants must also be willing to work cooperatively with OVC, the National Institute of Justice, and a training and technical assistance (TA) provider specified by OVC to develop balanced approaches and data-driven strategies to address child and youth victimization in the state.

Applicants must provide signed letters of commitment, at a minimum, from the Governor; State Attorney General; authorized state agency representatives (or equivalent state executive) from child welfare, juvenile justice, health (physical, mental, and behavioral), and education; and directors of the designated Victims of Crime Act (VOCA) Compensation and Assistance agencies within the state to demonstrate agency support, commitment, and dedication of resources (i.e., staff time and travel) to the project.

## **Project-Specific Information**

### **Purpose**

In May 2013, OVC published Vision 21: Transforming Victim Services (Vision 21), a framework for strategic change in the victim services field. The goal of Vision 21 is to change the way we respond to victims in this Nation, through a comprehensive and systemic approach, to ensure that every victim of crime receives the best responses and services. The *Vision 21: Final Report* outlined recommendations in four broad categories: (1) conduct continuous rather than episodic strategic planning; (2) support the development of research; (3) ensure the statutory, policy, and programmatic flexibility to address enduring and emerging crime victim issues; and (4) build and institutionalize capacity through an infusion of technology, training, and innovation to ensure that the field is equipped to meet the demands of the 21<sup>st</sup> century.

Similarly, in December 2012, the Attorney General's National Task Force on Children Exposed to Violence (Task Force)—a group comprising 13 leading experts, including practitioners, child and family advocates, academic experts, and licensed clinicians—released its final report and recommendations. The report serves as a blueprint for preventing children's exposure to violence and reducing the negative effects experienced by children exposed to violence across the United States. Recommendations included in the Task Force report and in the *Vision 21: Final Report* are similar in that both underscore the importance of collaborative and comprehensive responses and services to crime victims.

In support of the recommendations in both reports that seek to address the enduring issue of child and youth victimization, OVC is issuing this solicitation for state-level demonstration projects to bring together all of the relevant systems and professionals to provide early identification, intervention, and treatment for child and youth victims and their families and caregivers. While each state may approach these issues somewhat differently, and may engage unique partners, OVC expects that, at a minimum, the following systems are active participants: representatives of state government, victim services, law enforcement, health services (physical, mental, and behavioral), juvenile justice, courts, educators, and other state, tribal, and local entities. One example of a collaborative approach would be to develop a universal victimization screening and requisite response/treatment protocol to screen for multiple types of victimization across systems (no matter if the child/youth presents as a victim, witness, or offender) and put into place the necessary services that will get to the root of the child/youth's trauma.

The project will be conducted in two phases—Phase 1: Planning (15 months) and Phase 2: Implementation (5 years)—and funded incrementally in 15-month periods. During the Phase 1 planning process, participating states will work with a network of stakeholders to review the existing policies and protocols of the partnering agencies to identify strengths and gaps in services. These findings will inform the development of a plan to provide screening and services for child and youth victims across systems. OVC anticipates the inclusion of innovative, evidence-based methods to accomplish this task and address service gaps, including a universal screening and response protocol. The TA provider will work extensively with participating states throughout Phase 1 to assist with establishing the network, designing and implementing the needs assessment, and developing the strategy.

In Phase 2, participating states will implement the strategy. The TA provider will assist with implementation as needed. OVC may allow use of project funds to fill specific service gaps on a temporary basis until the strategy is fully implemented. Refinements to the strategy and its implementation will be made throughout this phase to ensure the methods employed are as successful as possible. Additional funding for Phase 2, provided in 15-month periods, will be based on funding availability and grantee performance.

Please note that OVC will transfer funding to the National Institute of Justice to support an evaluation of the demonstration projects that will take place concurrently with the project. This evaluation is distinct from and guided in part by the gap analysis/needs assessment and implementation strategy. Participating states and their network partners are expected to participate fully in this evaluation.

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

The goal of this demonstration project is to improve responses to child and youth victims and their families by providing consistent, coordinated responses that address the presenting issues and full range of victim needs. This solicitation is for Phase 1, which will be accomplished through the following objectives:

Objective 1: Establish a network of stakeholders consisting of all of the relevant systems (e.g., child welfare, juvenile justice, victim services) and professionals. This will involve identifying child/youth/family-serving entities from across the state and convening those entities to develop a plan for collaboration and communication moving forward.

Objective 2: Conduct a gap analysis/needs assessment. States will work with an OVC-identified TA provider to identify the state's needs through a review and analysis of existing policies, protocols, and practices of participating agencies. The gap analysis/needs assessment process will allow states to identify strengths, gaps, and areas of improvement. Findings from the gap analysis/needs assessment will help formulate the state's strategy.

Objective 3: Develop a strategy. States will continue to work with an OVC-identified TA provider to develop a strategy based on the state's needs. This strategy will also include developing a systematic method to screen for victimization across entities; developing protocols and procedures to ensure children and families receive appropriate services; and delivering staff training to implement and sustain the practice statewide.

Deliverables in Phase 1 will include:

- A list of network stakeholders and Memorandums of Understanding (MOUs)/letters of commitment to demonstrate their project support.

- A timeline of scheduled meetings, lists of participants, and minutes from meetings held.
- A formal plan for network collaboration and communication.
- A completed gap analysis/needs assessment.
- A victimization screening tool for use by all stakeholders.
- A response protocol that outlines the roles and functions of participating agencies.
- Scheduled trainings and training materials to deliver to all staff statewide.

OVC will give special consideration to applicants that have experience conducting comprehensive planning to respond to child and youth issues using multidisciplinary partnerships, balanced approaches, and data-driven strategies that demonstrate a desire to expand their efforts to strengthen the response to child and youth victims across systems. Examples of such initiatives include Models for Change and the National Policy Academies on Juvenile Justice, Behavioral Health, and Trauma organized by the Office for Juvenile Justice and Delinquency Prevention and Policy Research Associates.

OVC will enter into a cooperative agreement with successful applicants to ensure involvement in key decisions and direction of the project. In furtherance of the goals and objectives described above, OVC's role will include the following:

- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents (e.g., gap analysis/needs assessment tool and overall plan to assess needs).
- Providing guidance on significant project plans and participating in project-related training events or meetings.
- Selecting training and technical assistance provider to guide and advise state efforts.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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

OVC anticipates it will make up to two awards of up to \$500,000 each for up to a 15-month project period for Phase 1 planning of the project.

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**

### **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 [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). 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 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 improve responses to child and youth victims and their families by providing consistent, coordinated responses that address the presenting issues and the full range of victim needs as identified through a comprehensive gap analysis and needs assessment.	Number of partners that actively participate in the network.	List of child/youth/family-serving entities engaged in the project.  Number of child/youth/family services provided by entities engaged in project.  Timeline of scheduled meetings, list of participants, and minutes from network meetings.  Submission of a formal plan for network collaboration and communication.
	Number of MOUs/letters of commitment.	Number of MOUs/letters of commitment from stakeholders.  Documented support of partnerships.
	Number of strengths and gap identified during comprehensive gap analysis and needs assessment.	Number of gaps identified during needs assessment. List the gaps identified (i.e., strengths, and improvements).
Develop strategy to identify, assess, and provide comprehensive services to child victims.	Number of new policies, procedures, and protocols developed.	Number and type of protocols, policies, and procedures that will serve as mechanisms to achieve coordinated responses to child/youth victims (e.g., victimization screening tool, response protocols).

	Number of professionals and participating agencies that are trained to adopt and use the new policies, procedures, and protocols developed.	Number of professionals and agencies trained.  Documentation of scheduled training to agency staff statewide.
	Number of training materials developed.	Number and type of training materials developed.
	Number of child/youth/family services provided.	Number of child/youth/family services provided.

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. Refer to the section “What an Application Should Include” below 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 subject’s 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. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

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. Grants.gov and OJP's Grants Management System (GMS) take 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. Project Abstract**

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with "Project Abstract" as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that OVC will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative

The program narrative must include six separate sections: Project Abstract, Problem Statement, Goals and Objectives, Project Design and Implementation Plan, Capabilities and Competencies, and Plans for Measuring Progress and Outcomes. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section. The following sections should be included as part of the program narrative.

#### a. Problem Statement

Applicants must briefly describe the nature and scope of the problem that the project will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem as well as any related research or evaluation studies that contribute to the applicant's understanding of its causes and potential solutions.

The problem statement must establish strong rationale for the project and provide a clear statement of how funding will support the project's value to the victims field by meeting the stated goals. It must also make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.

**If the applicant organization is receiving funding from any other sources to develop coordinated responses to child and youth victims or systemic methods to screen for victimization across entities, the project strategy must demonstrate how the OVC funding would leverage the other funding to enhance the response to child and youth victims.**

#### b. Goals and Objectives

Project goals should state the overall purpose of what will be accomplished. The objectives should be measurable, relate directly to the issues described in the problem statement, and describe the steps necessary to reach the goals or how the goals will be accomplished.

#### c. Project Design and Implementation Plan

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems in support of the goals and objectives. The applicant must convincingly document that the proposed project will be a statewide effort—that is, the deliverables will be of utility to the systems of child, youth, and family care throughout the state. The applicant's strategy or project design must include the identification of a lead agency and a main point of contact within the lead agency to coordinate the effort. It must also contain a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.

The project design and implementation section must include a time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, Gant chart, or schedule, applicants should make certain that all

project activities will occur within the proposed project period. Applicants are not expected to provide a detailed strategy or budget for the subsequent phases of the project; however, in the program narrative, applicants should outline a projected plan for carrying out the continuation phases of the project.

Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at [www.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html). The applicant must submit the logic model as a separate attachment, as stipulated in "Additional Attachments," page 15.

**d. Capabilities and Competencies**

The lead agency must demonstrate it has the expertise and organizational capacity to undertake an initiative successfully that involves significant collaboration with other agencies supporting the effort. Applicants must address the following items in this section:

- The roles and responsibilities of the lead agency, the steering committee or governing body of the statewide network, and the agencies committed to the effort. This discussion must explain the project's organizational structure and operations.
- Identify a coordinator within the lead agency to organize state efforts to establish a coordinated response to child and youth victims. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff-supported organizational structure, which includes a steering committee and operational teams.
- Discuss any previous or current experience conducting comprehensive planning to respond to child and youth victims using multidisciplinary partnerships, balanced approaches, and data-driven strategies.
- A list of personnel, in addition to the identified coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
- Resumes for key staff identified must be submitted as an attachment to the application.

**e. Plan for Measuring Progress and Outcomes**

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 to monitor project outcomes, should they receive funding.

**4. Budget Detail Worksheet and Budget Narrative**

**a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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).

- Funds for personnel and fringe benefits may be budgeted to support a coordinator in the lead agency.
- Travel for training: Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and, with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants should budget for a 2-day meeting. Applicants that receive annual funding of more than \$100,000 should also budget for costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at [www.ojp.usdoj.gov/training/fmts.htm](http://www.ojp.usdoj.gov/training/fmts.htm). In addition, the OCFO offers an online Financial Management Training course to all grantees. To access the online Financial Management Training course, please go to the OJP: Training and Technical Assistance website at <http://qfm.webfirst.com/>.
- Consultant rates: Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour work day.
- Consultant travel: Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Category on the budget information sheet.

**b. Budget Narrative**

The budget narrative should describe every category of expense listed in the budget detail worksheet thoroughly and clearly. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will 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. As with the budget detail worksheet, the budget narrative should be broken down by year.

**c. 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](#).

#### **5. Indirect Cost Rate Agreement**

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).

#### **6. 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, that certifies 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.

#### **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 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 sub-award 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 to their application, with the file name “Disclosure of Pending Applications.” Applicants that do not have pending applications as described above are to include a statement to this effect on 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. Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have



confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

**c. Logic Model**

Please refer to Logic Model requirements included in the Project Design and Implementation Plan section of the Program Narrative on page 12.

**d. Letters of Support/Memoranda of Understanding (MOU)**

Letters of commitment or MOUs, at a minimum, by the Governor; State Attorney General; authorized state agency representatives (or equivalent state executive) from child welfare, juvenile justice, health (physical, mental, and behavioral), and education; and directors of the designated Victims of Crime Act (VOCA) Compensation and Assistance agencies within the state must be submitted. The agency's authorized representative or an agency official with policy decisionmaking authority must sign the letters of commitment or MOUs submitted with the application. The signed and dated letters of support or MOUs must include the following:

- An expression of support for the network and its efforts, as well as a statement of willingness to participate and collaborate.
- A description of the partner's current role and responsibilities in the planning process and expected responsibilities.
- A dedication of resources (i.e., staff time and travel) to support the effort.

**e. Resumes of Key Personnel**

Resumes of all key personnel identified in the application must be submitted. OJP recommends that resumes be included in a single file.

**f. Timeline or Milestone Chart**

Please refer to the description of the time-task plan included in the Project Design and Implementation Plan section of the Program Narrative on page 12.

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

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

## **Selection Criteria**

1. Program Abstract and Problem Statement (15%)
2. Goals and Objectives and Project Design and Implementation, including Timeline/Milestone Chart and Logic Model (40%)
3. Capabilities and Competencies (15%)
4. Plan for Monitoring Progress and Outcomes (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and 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>1</sup> (10%)
6. Letters of Commitment/Memorandums of Understanding (15%)

## **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.

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<sup>1</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.

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
- 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 register in, and submit applications through, Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OVC strongly encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

**Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).**

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b>		

**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.” GMS may reject applications

with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

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 applications 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 all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants" and the funding opportunity number is OVC-2014-3866.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. 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.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, OVC will review only the most recent valid version submitted.

**Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov 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 of the solicitation **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 Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks 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 Grants.gov in sufficient time.
- Failure to follow Grants.gov instructions on how to register and apply as posted on its 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 Grants.gov, 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 the front 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

### FY 2014 Vision 21: Linking Systems of Care for Children and Youth State Demonstration Project

This application checklist was created to assist in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

- Acquire a DUNs Number (see page 21)
- Acquire or renew registration with SAM (see page 21)

##### *To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see page 21)
- Acquire AOR confirmation from the E-Biz POC (see page 21)

##### *To Find Funding Opportunity:*

- Search for the funding opportunity on Grants.gov (see page 21)
- Download Funding Opportunity and Application Package (see page 21)
- Sign up for Grants.gov email notifications (optional) (see page 21)
- Read [Important Notice: Applying for Grants in Grants.gov](#)

#### General Requirements:

- Review "[Other Requirements](#)" webpage

#### Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$500,000.

**Eligibility Requirement:** Applicants are limited to state agencies, public agencies, and federally recognized tribal governments (as determined by the Secretary of the Interior). Units of government may partner as co-applicants, when necessary, to achieve the goals of this solicitation; however, a lead agency must be identified.

#### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 11)
- Project Abstract (see page 11)
- Program Narrative (see page 12)
- Budget Detail Worksheet (see page 13)
- Budget Narrative (see page 14)
  - Employee Compensation Waiver request (if applicable) (see page 8)
  - 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 8)
- Disclosure of Lobbying Activities (SF-LLL) (see page 21)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Additional Attachments (see page 15)



- \_\_\_\_\_ Applicant Disclosure of Pending Applications
- \_\_\_\_\_ Resumes of Key Personnel
- \_\_\_\_\_ Logic Model
- \_\_\_\_\_ Timeline/Milestone Chart
- \_\_\_\_\_ Letters of Support/Memoranda of Understanding
- \_\_\_\_\_ Research and Evaluation Independence and Integrity
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable) (see page18)