

U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention



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## OJJDP FY 2022 Victims of Child Abuse Act Tribal Children's Advocacy Centers Training and Technical Assistance

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) seeks applications for funding for the fiscal year (FY) 2022 Victims of Child Abuse Tribal Children's Advocacy Centers Training and Technical Assistance program (TCAC). This program furthers the DOJ's mission by supporting a national program that will deliver coordinated training and technical assistance to federally recognized Tribes and children's advocacy centers (CACs) serving American Indian and Alaska Native (AI/AN) communities throughout Indian country to improve the investigation and prosecution of child abuse and neglect.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Public and State controlled institutions of higher education, Other

### Other

Applicants must have experiencing delivering training and technical assistance at a national level with specific expertise in CACs and in working with AI/AN communities and Tribal governments.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OJJDP will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OJJDP may elect to fund applications submitted under this fiscal year (FY) 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) Monday to Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10 a.m. to 6 p.m. ET Monday to Friday, and 10 a.m. to 8 p.m. on the solicitation closing date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>.

For information related to unforeseen technical issues beyond the control of the applicant impacting submission, see “**How to Apply**” section, **Experiencing Unforeseen Technical Issues**.

## Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. This solicitation provides funding to support training and technical assistance (TTA) services to develop, improve, or expand children's advocacy centers (CACs) and multidisciplinary team responses to child abuse cases in American Indian and Alaska Native (AI/AN) communities.

### Statutory Authority

Victims of Child Abuse Act, 34 USC 13001 et seq.

### Specific Information

OJJDP, under the Victims of Child Abuse Act (VOCAA), supports the expansion and enhancement of CACs for AI/AN communities. This Tribal Children's Advocacy Centers Training and Technical Assistance (TCAC) program will focus on supporting federally recognized Tribes and Alaska Native communities to improve investigative responses and treatment services for victims of child abuse and their families.

AI/AN children and their families experience disproportionately high rates of abuse and exposure to violence. A study by the National Institute of Justice found that one in three AI/AN women experienced violence in the past year, with 84.3 percent of AI/AN women and 81.6 percent of AI/AN men experiencing violence in their lifetime.<sup>[i]</sup> Child welfare case data only capture a portion of the victimization and exposure to violence that AI/AN children experience; however, national data from the U.S. Department of Health and Human Services document that AI/AN children have the highest rate of victimization in the United States at 14.8 per 1,000 children.<sup>[ii]</sup> Providing a culturally responsive, evidence-informed, multidisciplinary response to this victimization and trauma is critical and requires specialized training and expertise to develop partnerships and effective services.

The TCAC program will deliver coordinated information, resource development, and TTA to assist Tribal communities in establishing facility-based multidisciplinary programs that respond to child abuse as well as delivering support to existing CACs serving and partnering with Tribal governments and Native communities.

CACs provide a coordinated response to victims of child abuse through multidisciplinary teams composed of representatives from community agencies and professionals involved with intervention, prevention, prosecution, and investigation systems that respond to child abuse cases. The program objectives of a CAC are to:

- Assist communities in developing child-focused, community-oriented, facility-based programs to improve the resources available to child victims and families.
- Provide support for nonoffending family members.
- Enhance coordination among community agencies and professionals involved in the intervention, prevention, prosecution, and investigation systems that respond to child abuse cases.
- Train physicians and other healthcare and mental healthcare professionals in the multidisciplinary approach to child abuse.

Successful operation of the TCAC program requires significant coordination and collaboration. To achieve the necessary level of coordination, OJJDP will require the successful applicant to work in close partnership with all of the other programs funded under the Victims of Child Abuse Act. These programs include:

- Children's Advocacy Centers Membership and Accreditation Program.
- Training and Technical Assistance for Child Abuse Prosecutors.
- Training and Technical Assistance for Child Abuse Professionals.
- Children's Advocacy Centers National Subgrant Program.
- Regional Children's Advocacy Centers (RCAC) Program (each of four U.S. Census regions identified under VOCA).

OJJDP expects the awardee to strategically collaborate with all of the VOCAA-funded programs to annually maintain and update a 5-year strategic plan and a related operational plan to align efforts, maximize resources, and outline clear roles

and responsibilities across the partners.

[i] Rosay, A.B. 2016. Violence against American Indian and Alaska Native women and men. *NIJ Journal* 277: 38–45. Available at <https://www.ncjrs.gov/pdffiles1/nij/249822.pdf>.

[ii] U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau. 2021. Child Maltreatment 2019. Available at <https://www.acf.hhs.gov/cb/research-data-technology/statistics-research/child-maltreatment>.

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

### **Goals**

The program goal is to fund an organization that will provide coordinated delivery of a full complement of training, technical assistance, and resource development to increase the number and capacity of Tribal multidisciplinary teams (MDTs) and CACs as well as MDTs and CACs partnering with federally recognized Tribes to develop and strengthen multidisciplinary team investigations and effectively investigate, prosecute, and intervene in child abuse cases involving AI/AN children and their families.

### **Objectives**

To accomplish its goal, OJJDP has outlined the following objectives to be achieved:

- Provide training opportunities for federally recognized Tribes and MDTs/CACs working with AI/AN communities.
- Deliver systematic, coordinated, customized technical assistance in partnership with the VOCAA partners to federally recognized Tribes, CACs, and state chapters that expand and strengthen capacity for a comprehensive, multidisciplinary approach to the investigation and prosecution of child abuse cases and evidence-based treatment for child abuse victims in AI/AN communities.
- Develop and/or expand TTA curricula, publications, and resources to support the expansion of the CAC model for AI/AN communities.

### **Deliverables**

The following lists the required deliverables for each RCAC, such as expected products, services, or activities that should be developed/delivered as a result of this program:

- Develop a joint plan to implement a systematic, coordinated TTA approach for CACs, MDTs, and state chapter organizations serving AI/AN communities. The joint plan will involve all four RCACs and the Tribal CAC TTA provider. The plan will be submitted to OJJDP for review and approval within 6 months of award.
- Conduct an annual Tribal TTA assessment to understand and address the needs of Tribal communities relative to the development and capacity-building of local CACs and MDTs. This assessment will be shared with the RCACs and other VOCA partners to determine areas of collaboration each year.
- Develop and implement a coordinated TTA delivery plan annually for Indian country that is informed by the needs/priorities identified through the Tribal TTA assessment and coordinated with other RCACs.
- Deliver high-quality, multimodal TTA opportunities tailored across a broad range of capacity needs for federally recognized Tribes interested or already involved in developing a multidisciplinary team, a new CAC or CAC satellite offices, as well as existing CACs, MDTs, and state chapters working with AI/AN children and families. TTA should increase the impact, capacity, access, and reach of culturally responsive investigations, prosecution, and response for AI/AN child abuse cases as well as support services. TTA delivery will be based upon the above assessments using a systematic, coordinated TTA request process adopted across the RCAC/TCAC providers.
- Deliver new, expanded, adapted, and enhanced resources and curricula to support the specific emerging needs of Tribes and culturally responsive and inclusive MDTs, CACs, and state chapters, including train-the-trainer materials based upon the Tribal TTA assessment and the collaborative strategic alignment with VOCAA national partners.
- Strategically collaborate with the VOCAA-funded program partners to produce and annually maintain and update a 5-year strategic plan and a related operational plan to align efforts, maximize resources, and outline clear roles and responsibilities across the partners. Plans need to be delivered to OJJDP for review and approval by the tenth month of each year of the project following award.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the under Application and Submission Information section.

### **OJJDP Training and Technical Assistance Awardee Standards**

OJJDP has developed the Core Performance Standards for Training, Technical Assistance, and Evaluation to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training.

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with the OJJDP National Training and Technical Assistance Center (NTTAC) by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's webinar guidelines, as described in the Core Performance Standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP in advance of all events for the online calendar, record events, and provide the final files (which must be compliant with Section 508 of the Workforce Rehabilitation Act) to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit <https://www.section508.gov/>.
- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to OJJDP on all training events (e.g., name of requester, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

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

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

#### **1. Priority Considerations Supporting Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government**

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities

and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or Tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

## **Federal Award Information**

### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

1

#### **Anticipated Maximum Dollar Amount of Awards**

\$750,000.00

#### **Period of Performance Start Date**

10/1/22 12:00 AM

#### **Period of Performance Duration (Months)**

12

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$750,000.00

### **Continuation Funding Intent**

OJJDP intends to provide additional funding in FY 2023 and FY 2024 to an award made under this solicitation through a continuation award. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the award-funded work, when making continuation award decisions.

### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Types of Awards**

OJJDP expects to make an award under this solicitation as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide for additional information.](#)

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and



program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

#### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

#### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

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

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

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

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

### **Application and Submission Information**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

#### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In

completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application is prepopulated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add ZIP Codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

### **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OJJDP may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

#### **a. Description of the Issue**

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., define and describe the TTA needs of Tribal governments and communities developing or working with MDTs and CACs under the national children’s advocacy center movement; describe the challenges and solutions in building access, reach, and capacity for Tribes and CACs and the national operating structure that supports it to more equitably address the child abuse response across Indian country) and demonstrate the size and scope of the problem (i.e., TTA assistance needs). The applicant should use data to provide evidence that the problem exists, such as identifying methods and results of training needs assessments, gaps in capacity across the field, TTA gaps and assessment of gaps in the both the quality and the reach of CACs and MDTs, and analysis of state chapter capacity to meet the needs in the applicable tribal areas of their states. Applicants should also describe demographics of the CAC Tribal services area (nationwide) such as baseline data on the number and the annual percentage change of the following: (1) number of AI/AN children and families served by CACs and the number of MDTs, developing CACs, and accredited CACs serving Tribes; (2) Tribal CACs meeting national standards, Tribal CACs pending full accreditation, and Tribal CACs reaccredited; and (3) chapter capacity to respond to TTA needs for culturally responsive services for AI/AN families. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should also provide information on how they have identified the needs in their respective regions and describe their strategic planning process for meeting those needs.

Applicants should describe any research or evaluation studies that relate to the problem (i.e., TTA needs of the Tribes and the children’s advocacy center field serving AI/AN families) and contribute to their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

#### **b. Project Design and Implementation**

Applicants should detail how the project will operate throughout the funding period and describe how they will complete the deliverables stated in the solicitation’s Goals, Objectives, and Deliverables section. OJJDP encourages applicants to select evidence-based practices for their programs.

For the project design and implementation section, applicants should provide detailed, specific, and measurable project objectives and related activities that accomplish the deliverables and clearly connect to the analysis of the project’s scope to serve a broad level of needs across both Indian country and the children’s advocacy center field to improve child abuse response and access to services nationally for AI/AN children. Applicants should describe the proposed plans for planning and delivering a nationally coordinated system of TTA, a national Tribal CAC plan, and development and delivery of specific TTA capacity consistent with the scope of this project. Applicants should describe their capacity and plans to

develop and deliver TTA in specific and measurable terms as it relates to the proposed budget (e.g., applicants may define the capacity to deliver TTA such as conduct X assessments and X individual TTA plans, develop X curricula of a specific size and scope, deliver in-person training to X locations or X persons, develop X number of train-the-trainer tools and disseminate to X number of trainers, develop X online modules or courses). Applicants should address each deliverable in the project design section and the related timeline described below. All TTA activities should be defined in enough specificity to describe the type, scope, method, duration, or intensity of the activity as well as the intended audience and number and frequency of the activities (if reoccurring). All TTA support should be skill-focused with measurable outcomes and include plans for evaluating the TTA activity.

This section should also include details regarding any leveraged resources (cash or in-kind) from other sources to support the project and align and maximize resources in a most cost-effective manner. Applicants should also discuss plans for sustainability of project activities beyond the grant period.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project (s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

**Timeline.** Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" [here](#)). Applicants should submit the timeline as a separate attachment, as stipulated in Additional Application Components. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

#### c. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Applicants must demonstrate expertise consistent with the size and scope of this program, with particular attention to demonstrated expertise in working with sovereign Tribes as well as specific expertise in Tribal child welfare issues and the operational needs of the children's advocacy center field at a national level. Applicants must also have a demonstrated understanding of the organizational structure and processes of the national children's advocacy center movement.

Specific to the delivery of products under the project, applicants must also demonstrate skilled expertise and experience consistent with the project size and scope managing large-scale, multimodal TTA activities involving assessment, tailored delivery, and resource and curricula development and dissemination using both in-person and virtual or online platforms.

OJJDP welcomes and encourages strategic joint applications to provide this broad expertise.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

#### d. Plan for Collecting the Data Required for This Solicitation's Performance Measures

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process that will be used to accurately report data.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results.

The performance data directly relate to the goals, objectives, and deliverables identified in the “Goals, Objectives, and Deliverables” discussion. Applicants can visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/fy-2022-performance-measures>.

Applicants can also visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

OJJDP will require award recipients to submit performance measurement data and performance reports in JustGrants. OJJDP will provide further guidance on the post-award submission process, if selected for award.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

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

Applicants will submit the OJJDP FY 2022 Victims of Child Abuse Act Tribal Children’s Advocacy Centers Training and Technical Assistance goals, objectives, deliverables, and timeline in the JustGrants web-based form.

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

#### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire.

#### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

### **Additional Application Components**

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under Eligibility, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that

include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

##### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk grantee is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **How to Apply**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

## Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 PM on May 17, 2022.

The **full application** must be submitted in JustGrants by 8:59 PM on May 31, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

## Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all of the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier if applying after April 4, 2022) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk ticket numbers, and JustGrants Support Desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Description of the Issue 15% - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation 40% - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies 30% - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures 5% - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget 10% - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

## **Other Review Criteria/Factors**

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, memoranda of understanding for joint applications and documentation of any other strategic agreements, and the extent to which the Budget Worksheet and Budget Narrative (Web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

## **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation

will be required to submit certain reports and data.

**Required reports.** Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

#### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

### **Performance Measures**

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/fy-2022-performance-measures>.

### **Application Checklist**

#### **OJJDP FY 2022 Victims of Child Abuse Act Tribal Children's Advocacy Centers Training and Technical Assistance**

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### **What an Applicant Must Do:**

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI)

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))



- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

**Overview of Post-Award Legal Requirements:**

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

**Review Scope Requirement:**

- The federal amount requested is within the allowable limits of \$750,000

**Review Eligibility Requirement:**

Eligible applicants include:

- Public and state-controlled institutions of higher education
- Native American Tribal organizations (other than federally recognized Tribal governments)
- Native American Tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations other than small businesses Individuals

Applicants must have experiencing delivering training and technical assistance at a national level with specific expertise in children’s advocacy centers and in working with American Indian and Alaska Native communities and Tribal governments.

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**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the SF-424 and SF-LLL in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or error notifications are received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

**Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Memoranda of Understanding (if submitting a joint application)

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- Standard Application Information (SF-424 information from Grants.gov)

- Proposal Narrative

**Budget and Associated Documentation:**

- Budget Worksheet and Budget Narrative (Web-based form)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

**Additional Application Components:**

- Research and Evaluation Independence and Integrity [insert if listed in the solicitation] (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

**Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.