

CTAS Appendix A: Application Checklist

Before submitting your application, please address the following:

Eligibility

- Federally-recognized Tribe; or
- Tribal Consortium

- Organization that is acting as the *authorized designee* of a federally-recognized Tribe. **NOTE:** This eligibility only applies for Purpose Area #6: Enhance responses to violence committed against Indian woman and girls (OVW—Tribal Governments Program)

In addition to the above, some Purpose Areas have specific eligibility criteria noted on pp. 3-4 of the solicitation.

Registration

- Acquire a DUNS Number if applicant organization does not already have a DUNS Number.
- Acquire or renew registration with the Central Contractor Registration (CCR) database. Note: Applicants must update or renew their CCR registration at least once per year to maintain an active status.
- Acquire a GMS Username and Password. New GMS users will need to acquire a GMS Username and Password, and create a GMS profile. Returning GMS users should log-in to GMS with current username and password, and review and update your GMS profile, if necessary.
- Register with GMS:
 - Log-in to GMS with your username and password;
 - Go to the Funding Opportunities link, select “Department of Justice” and “FY 2010 Coordinated Tribal Assistance;” and
 - Select the Apply On-Line button in the Action Column.

Application Submission Deadline

- Applications are due by 9:00 p.m. Eastern Time on May 13, 2010. **You are urged to submit your application at least 72 hours prior to the application submission deadline.**
- For applicants without Internet access only: Contact the Response Center at 1-800-421-6770 no later than April 15, 2010.

Note that the application must be complete. If you submit a revised application to an application that was previously submitted in GMS, please ensure the latest or revised application contains all necessary information and attachments and not just the portion of the application that has been revised. Only the last application submitted in GMS will be considered in the review process. All remaining applications will be eliminated from consideration.

The Application Contains:

- _____ Tribal Authorizing Resolution (a current signed resolution or unsigned draft resolution with explanation of why and when a signed resolution will be available), or other equivalent legal enactment of the Tribal council or comparable governing body authorizing the application on behalf of the Tribe or Tribal organization and its residents. In the case of an application from a Tribal consortium, current authorizing resolutions must be submitted from each Tribe in the consortium, unless existing consortium bylaws allow action without support from all Tribes in the consortium. In that case, a copy of the bylaws should be submitted.

- _____ Tribal Community & Justice Profile

- _____ Purpose Area Narrative(s). Include a separate narrative for each Purpose Area under which the applicant is applying. Each narrative must include:
 - _____ Project /program design and implementation
 - _____ Capabilities and competencies
 - _____ Budget narrative
 - _____ Project/program timeline
 - _____ Impact/outcomes and evaluation/plan for collecting data for performance Measures

- _____ One Budget Detail Worksheet. The budget detail worksheet must contain a proposed budget for each Purpose Area for which funds are being requested

- _____ Indirect Cost Rate Agreement (if applicable)

- _____ Other Attachments as necessary (Letters of Support, Resumes, Job Descriptions for unfilled positions, Memorandum of Understanding)

Please note Appendix B: Specific Application Requirements by Purpose Area.

Format for the Tribal Community & Justice Profile and Purpose Area Narrative(s):

- _____ Double-spaced
- _____ 8½ x 11 inch paper
- _____ 1" standard margins
- _____ 12-point font (Times New Roman is preferred)
- _____ No more than 8 pages. The Tribal Community & Justice Profile must be no more than 8 pages. The narrative for each Purpose Area must be no more than 8 pages. Pages should be numbered "1 of 8," "2 of 8," etc.