



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Construction of Correctional Facilities on Tribal Lands Discretionary Grant Program. This program will further the Department's efforts to assist tribes in developing effective strategies to cost effectively plan facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction.

## Correctional Facilities on Tribal Lands Training and Technical Assistance Program FY 2009 Competitive Grant Announcement

### Eligibility

Applicants are limited to tribal and non-tribal for-profit (commercial) organizations, non-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated national level experience in working with tribal representatives to plan, renovate, and construct correctional facilities that serve local and regional needs.  
(See "Eligibility," page 2)

### Deadline

Registration with [Grants.gov](#) is required prior to application submission.  
All applications are due by 8:00 p.m. e.t. on March 12, 2009.  
(See "Deadline: Applications," page 1)

### Contact Information

For assistance with the requirements of this solicitation, contact Julius Dupree, Policy Advisor for Corrections, at 202-514-1928 or [Julius.Dupree@usdoj.gov](mailto:Julius.Dupree@usdoj.gov).

This application must be submitted through [Grants.gov](#). For technical assistance with submitting the application, call the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726 or send an e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

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# Correctional Facilities on Tribal Lands Training and Technical Assistance Program CFDA #16.596

## Overview of the Planning Correctional Facilities on Tribal Lands Training and Technical Assistance Program

The Correctional Facilities on Tribal Lands Training and Technical Assistance Program will assist tribes in developing strategies to cost effectively plan, renovate, and/or construct facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction. This program is authorized under the Violent Crime Control and Law Enforcement Act of 1994, Title II, Subtitle A, Public Law 103-322, as amended, 42 U.S.C. 13701 et seq.

### Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmations/user passwords. The Office of Justice Programs (OJP) highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) obtain a Data Universal Numbering System (DUNS) number; (2) register your organization with the Central Contractor Registration (CCR) database; (3) register with Grants.gov's Credential Provider and obtain a username and password; (4) register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) the E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

### Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on March 12, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

**Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your

DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

## **Eligibility**

Tribal and non-tribal for-profit (commercial) organizations, non-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with both demonstrated national-level and onsite experience in working with tribal representatives to plan and construct correctional facilities that serve local and regional needs are eligible to apply. For-profit organizations must agree to waive any profit or fees for services.

Under this solicitation, applicants may submit only one application; they cannot submit an individual application and be part of a consortium that has submitted a separate application. For applications submitted by a consortium, one organization must serve as the applicant agency and written authorization from each consortium member must be included with the submission.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

**Faith-Based and Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "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).

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" web page, which can be found at the web address shown above.

## **Correctional Facilities on Tribal Lands Training and Technical Assistance Program-Specific Information**

*All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.*

The training and technical assistance provider will be required to:

- Develop and deliver planning curricula for tribal representatives to:
  - Establish/enhance (tribal/non-tribal) multi-agency cooperation and collaborations.
  - Conduct communitywide assessments to ensure that community-based resources/efforts are used effectively and that new or expanded facilities are developed only when warranted.
  - Develop a comprehensive master plan that encompasses the design, use, capacity, and cost of adult and/or juvenile justice sanctions and services.
  - Explore a range of correctional building options including prototypical or quasi-prototypical concepts/designs for local correctional facilities, multi-service centers, and regional facilities.
  - Apply community-based alternatives to help control and prevent jail overcrowding.
- Provide logistical support for up to two Office of Justice Programs (OJP)/Bureau of Justice Assistance (BJA) events that focus on planning, renovating, and/or constructing correctional facilities on tribal lands. Logistical support includes agenda production, meeting facilitation, and providing travel and accommodation support for tribal participants not having access to federal grant resources. Every effort will be made to align training opportunities with the Interdepartmental Tribal Justice, Safety and Wellness sessions hosted by OJP.
- Develop and deliver at least 10 training/briefing sessions on an *ad hoc* BJA-assigned basis. Trainings/briefings include OJP/BJA staff orientations and special presentations and workshops at DOJ-, OJP- and BJA-sponsored national, regional, and local events.
- Develop and maintain a distance-learning technical assistance capacity to complement classroom training.
- Develop and disseminate written materials that support and complement the training sessions. No less than two new publications, determined in conjunction with BJA, must be produced and disseminated during the grant period.

- Support OJP's Tribal Justice and Safety web site by establishing and maintaining a section dedicated to assisting tribes effectively plan, renovate, and/or construct facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction.
- Provide ad hoc technical assistance to BJA grantees to plan, renovate, and construct correctional facilities. Technical assistance formats should include telephone, written, and/or onsite assistance, as appropriate.

### **Priority Consideration**

The Department recognizes the critical role of planning in establishing tribal correctional facilities that are appropriate for the intended population, supportive of cultural and traditional values, safe and secure when completed, and adhere to current Bureau of Indian Affairs (BIA) standards regarding correctional operations, programs, and design. Priority consideration will be given to applicants that demonstrate:

- Substantial experience working with tribes to plan, renovate, and construct facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction.
- Substantial experience in developing comprehensive master plans that encompass community need, the design, use, capacity, and cost of adult and juvenile justice sanctions and services.
- An understanding of detention and correctional building options including prototypical or quasi-prototypical concepts/designs for tribal correctional facilities, multi-service centers, and regional facilities.
- A history of working effectively with tribal officials, tribal project managers, the BIA, the National Institute of Corrections, and other federal agencies.
- Cultural competency working with Native American representatives and communities.
- An ability to develop curricula and modify training and technical assistance delivery to meet specific needs of tribal communities.
- Access to an established cadre of criminal justice professionals with substantial experience in Indian Country who can execute tasks associated with this program.
- An operational readiness within 90 days of the award.

### **Amount and Length of Award**

One cooperative agreement for up to \$1,000,000 will be awarded for a project period of 24 months.

**Limitation on use of award funds for employee compensation; waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose

total cash compensation exceeds 110 percent 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 salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, the applicant who receives funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Program Goals	Performance Measures	Data Grantee Provides
<p>To enhance tribal strategies to cost effectively plan, renovate, and/or construct correctional facilities associated with the incarceration and rehabilitation of juvenile and adult offenders.</p>	<p>Percent of post-training evaluations demonstrating self-reported improvement in planning correctional facilities.</p> <p>Percentage of technical assistance (TA) recipients who rated the TA as satisfactory or better.</p>	<p>During the reporting period, the number of individuals completing both pre- and post-training course evaluations that demonstrate self-reported improved understanding and planning abilities.</p> <p>During the reporting period, the number of individuals completing both pre- and post-training course evaluations that did <u>NOT</u> demonstrate self-reported improved understanding and planning abilities.</p> <p>During the reporting period, the number of tribes trained or receiving technical assistance through the program:</p> <ul style="list-style-type: none"> <li>• Number of technical assistance events.</li> <li>• Number of training/briefing sessions conducted.</li> <li>• Number of individuals trained.</li> <li>• Number of TA recipients who completed an evaluation and rated the TA provided as satisfactory or better.</li> </ul>

## How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726, Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

**Funding Opportunities with Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007.** Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Excel files (\*.xls). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97-2003 Document (\*.doc)" format. In addition, 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."

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.596, titled "Correctional Grant Program for Indian Tribes," and the funding opportunity number is BJA 2009-2018.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/). Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form 424

#### **Program Narrative (Attachment 1)**

Applicants must submit a program narrative that describes the proposed activities for the grant period and responds to the below Selection Criteria in the order given. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages “1 of 20,” “2 of 20,” etc. Submissions that do not adhere to the format will be deemed ineligible.

#### **Budget and Budget Narrative (Attachment 2)**

Applicants must provide a budget that is complete, allowable, and cost effective. Applicants must submit a budget worksheet and budget narrative in one file. A budget detail worksheet form is available on OJP’s web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf).

#### **Project Timeline, Resumes, and Letters of Support (Attachment 3)**

Attach a project timeline with each task, expected completion date, and responsible person or organization; resumes for key positions; and letters of support that outline the partners’ responsibilities (if applicable).

## Selection Criteria

### **1. Statement of the Problem (15 percent of 100)**

Demonstrate a thorough understanding of the issues confronting corrections in Indian Country and the planning elements tribal jurisdictions should address to meet their individual needs, including communitywide assessments, a facility development process, planning team development/decision-making, mission statement development, incorporation of additional space for programs and services, new facility staffing and training, direct supervision, site evaluation, and development of policies, guidelines, and procedures.

### **2. Program Design and Implementation (20 percent of 100)**

Describe the structure and implementation of delivering all the training and technical assistance activities requested (see page 3). Include a project timeline (Attachment 3).

### **3. Capabilities/Competencies (35 percent of 100)**

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined. Address the Priority Considerations (see page 4). Provide information that illustrates the ability to manage complex activities (both type and expertise) effectively. Outline the organization’s ability to conduct the individual activities and the organization’s and staff’s experience in delivering training and technical assistance to tribal representatives to plan and construct correctional facilities that serve local and regional needs, as well as provide assistance to tribes in the process of renovating existing facilities to be compliant with federally mandated “sight and sound separation” requirements and constructing new facilities.

### **4. Budget (15 percent of 100)**

Provide a budget and budget narrative that are complete, allowable, and cost effective (Attachment 2).

## **5. Impact/Outcomes, Evaluation, and Performance Measure Data Collection Plan (15 percent of 100)**

Describe the process for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Identify who will collect corrections data, who is responsible for performance measures, and how the information will be used to guide the program.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance

- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006