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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the Correctional Systems and Correctional Alternatives on Tribal Lands Training and Technical Assistance Program. This program will further the Department's efforts to assist tribes with planning, renovation, or construction projects to meet institution-based correctional needs or developing, implementing and/or enhancing of community-based correctional alternatives to address the incarceration and rehabilitation of juvenile<sup>1</sup> and adult offenders subject to tribal jurisdiction.

## **Correctional Systems and Correctional Alternatives on Tribal Lands Training and Technical Assistance Program FY 2011 Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to tribal and non-tribal for-profit (commercial) organizations, non-profit organizations, institutions of higher learning, and consortiums with demonstrated experience in working effectively with tribal representatives to address institutional correctional needs through planning, renovation, and construction of correctional facilities, multi-purpose justice centers, or correctional alternative facilities and/or developing, implementing, and enhancing community-based correctional alternatives to serve local and regional needs. For-profit organizations must agree to waive any profit or fees for services.

Under this solicitation, applicants may 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.

### **Deadline**

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 10.) All applications are due by 11:59 p.m. eastern time on June 20, 2011. (See "Deadlines: Registration and Application," page 4.)

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<sup>1</sup> Training and technical assistance providers selected for funding under this solicitation will be expected to provide services for correctional systems and correctional alternatives that target adults and adult/juvenile populations. However, training and technical assistance for projects that focus solely on juvenile justice systems will be coordinated with the Office of Juvenile Justice and Delinquency Prevention.

## Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

**Grants.Gov number assigned to announcement: BJA-2011-3028**

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# **Correctional Systems and Correctional Alternatives on Tribal Lands Training and Technical Assistance Program**

## **CFDA #16.596**

### **Overview**

The Correctional Systems and Correctional Alternatives on Tribal Lands (CSCATL) Training and Technical Assistance (TTA) Program is designed to assist tribes with the 1) identification of justice system needs and the planning process for renovating and constructing correctional facilities, multi-purpose justice centers, or correctional alternative facilities, and 2) development, implementation, or enhancement of community-based correctional alternatives to address the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction. “Community-based correctional alternatives” refers to initiatives or programs which address offender needs outside of an institutional setting. Community-based correctional alternatives may include diversion programs, substance abuse and mental health treatment programs, holdover/sobriety centers, and problem-solving strategies. The CSCATL TTA program is authorized under the Violent Crime Control and Law Enforcement Act of 1994, Title II, Subtitle A, Public Law 103-322, 105 Stat. 1796, as amended, 42 U.S.C. 13701 et seq. The Tribal Law and Order Act (TLOA) of 2009 amends Section 20109 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 13709) by expanding the scope of the Correctional Facilities on Tribal Lands (CFTL) Program.

### **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on June 20, 2011. Please see the “How to Apply” section, page 10 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on June 20, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on the title page for more information about BJA’s Justice Information Center).

### **Eligibility**

Please refer to the title page for eligibility under this program.

### **CSCATL TTA—Specific Information**

The former name of this solicitation was the Correctional Facilities on Tribal Lands (CFTL) TTA Program. As the result of the Tribal Law and Order Act of 2010 (TLOA, Pub. L. 111-211), Violent Crime Control and Law Enforcement Act of 1994 funds may now be used to construct multi-purpose justice centers that combine tribal police, courts, and corrections services. To reflect the expanded scope of the CFTL Program as a result of TLOA, BJA has changed the name to the Correctional Systems and Correctional Alternatives on Tribal Lands TTA Program. Under this program, BJA is encouraging additional emphasis on developing and implementing alternatives to incarceration.

One cooperative agreement will be awarded under this solicitation to provide TTA for tribal communities that are interested in pursuing a justice system needs assessment and planning related to correctional facilities, multi-purpose justice centers, correctional alternative facilities, and community-based correctional alternatives and the development, implementation, or enhancement of correctional alternatives.

The applicant selected for funding under this solicitation will be required to assist tribes in addressing the provisions under TLOA as appropriate. For FY 2011, the TTA strategy will focus primarily on providing training and technical assistance to tribes that receive grants under the [FY 2011 Coordinated Tribal Assistance Solicitation \(CTAS\)](#) for planning efforts related to renovation or construction projects to meet institution-based correctional needs and developing, implementing, and/or enhancing community-based correctional alternatives. However, the award recipient for this opportunity will be required to provide TTA to non-DOJ funded tribes as well as appropriate to support the CSCATL program.

The applicant selected for funding under this solicitation will be required to administer TTA to tribes to assist with 1) conducting a comprehensive justice system planning process to determine correctional system needs, and 2) developing, implementing, or enhancing community-based correctional alternatives to address offender needs outside of an institutional setting. TTA services will focus primarily on recipients of FY 2011 CTAS funding (see [www.tribaljusticeandsafety.gov](http://www.tribaljusticeandsafety.gov)). The end result of the justice system planning process for tribes that receive planning grants under CTAS Purpose Area 4 will be a master plan that may include recommendations for renovation/construction of correctional facilities, multi-purpose justice centers, or correctional alternative facilities that include programming to meet the rehabilitative needs of offenders or implementing community-based correctional alternatives.

**NOTE:** The applicant selected for funding under this solicitation will be responsible for assisting tribes with planning efforts only. Project management technical assistance in regard to DOJ-funded facility renovation and construction projects will be solicited under a separate competitive announcement. The applicant selected for funding under the separate competitive announcement will be responsible for ensuring that facilities are renovated or constructed in a cost effective manner and completed according to schedule. BJA will ensure that two different awardees provide the services above. In other words, a single applicant will not be selected to provide both services above; e.g., assisting tribes with planning efforts and providing project management services.

The selected provider will be required to work closely with all DOJ Tribal Justice System Training and Technical Assistance providers. A list of the current providers can found at [www.tribaljusticeandsafety.gov/consultation.html](http://www.tribaljusticeandsafety.gov/consultation.html). Also, the award recipient will be required to provide TTA to tribes that do not receive funds through FY 2011 CTAS.

## Goals, Objectives, and Deliverables

The goal of TTA under this solicitation is to assist tribes in assessing their existing justice system continuum of services to determine the strategy(ies) that will be most effective, efficient, and sustainable in addressing the tribal correctional and/or correctional alternative needs. The objectives of this program are to provide TTA to tribes 1) to assist with conducting a comprehensive justice system planning process to determine correctional system needs, and 2) to assist with developing, implementing, or enhancing community-based correctional alternatives to address offender needs outside of an institutional setting.

In order to achieve these goals and objectives, applicants are required to complete the following deliverables:

- Develop and deliver planning training for tribal representatives of CTAS Purpose Area 4 funded tribes that will assist them in:
  - Establishing/enhancing (tribal/non-tribal) multi-agency cooperation and collaborations.
  - Conducting community-wide assessments to ensure that community-based resources/efforts are used effectively, new or expanded facilities are planned only when warranted, and correctional alternatives are developed to most appropriately meet the needs of offenders while ensuring public safety and reducing the burden of housing inmates in institutional correctional facilities.
  - Developing a comprehensive master plan that encompasses the design, use, capacity, and cost of adult and/or juvenile justice institutional correctional options and correctional alternatives programming.
  - Exploring a range of 1) correctional building options including prototypical or quasi-prototypical concepts/designs for local correctional facilities, multi-purpose justice centers, and regional facilities, and 2) correctional alternatives including diversionary programs, substance abuse and mental health treatment programs, problem-solving courts, and other court or community corrections-based programming.
  - Developing sustainability plans for the operations and maintenance of corrections options developed.
  - Applying community-based alternatives to help control and prevent jail overcrowding.
  - Developing plans for staffing, operations, and management of facilities.
- Provide logistical support for up to four DOJ/OJP/BJA events. Two events will focus on 1) the identification of criminal justice system needs and the planning process for renovating and constructing correctional facilities, multi-purpose justice centers, and correctional alternative facilities on tribal lands, and two events will focus on developing, implementing, or enhancing community-based correctional alternatives. Logistical support includes agenda production, meeting facilitation, and providing travel and accommodation support for tribal participants not having access to federal grant resources.
- Develop and deliver at least 10 training/briefing sessions on an ad hoc BJA-assigned basis. Trainings/briefings include DOJ/BJA staff orientations and special presentations and workshops at DOJ-, OJP- and BJA-sponsored national, regional, and local events. Also, training events may include providing single-jurisdiction or multi-jurisdiction onsite technical assistance to tribes on corrections system planning or correctional alternatives.
- Develop and maintain a distance-learning technical assistance capacity to complement classroom training. Applicants are encouraged to accomplish this in partnership with another entity that already maintains such distance-learning capabilities in lieu of using grant funds to develop duplicative capacities. Online courses may be disseminated by BJA to other TTA providers for availability on other online networks, such as BJA's National Training and Technical Assistance Center (NTTAC).
- Contribute to DOJ's [Tribal Justice and Safety web site](#) by establishing and maintaining a section dedicated to assisting tribes with the identification of criminal justice system needs and the planning process for renovating and constructing correctional facilities and multi-purpose justice centers and the establishment of community-based correctional alternatives

to address the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction.

- Provide assistance to tribes interested in exploring the option of contracting with other nearby tribes or state and local detention centers to address incarceration needs.
- Assist tribes in using risk/needs assessments and employing informed decision-making processes.
- Develop and disseminate written materials that support and complement the training sessions. No less than four new publications, determined in conjunction with BJA, must be produced and disseminated during the grant period.
- Provide ad hoc technical assistance to other recipients of FY 2011 CTAS and other tribes (based on resource availability) to facilitate tribal efforts to conduct justice system assessments and develop or enhance community-based correctional alternatives. Technical assistance formats should include onsite visits and offsite assistance (i.e., telephonic, e-mail, guides, publications, online tools).
- Coordinate closely with BJA's Justice Reinvestment Initiative (JRI) and its efforts to work with states, local governments, and tribes to reduce corrections spending and reinvest savings in evidence-based strategies to reduce crime. For more information on JRI, go to [www.bja.gov/topics/justice\\_reinvestment.html](http://www.bja.gov/topics/justice_reinvestment.html)
- Work with the tribes and BIA to facilitate planning efforts related to securing operations and maintenance funding and addressing staffing needs for DOJ-funded correctional facilities.

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

One cooperative agreement for up to \$850,000 will be awarded for a project period of 18 months.

All awards are subject to the availability of appropriated funds and 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, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant that

wishes to request a waiver must include a detailed justification in the budget narrative of its 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 its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

**Match Requirement:** This solicitation does not require a match.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, 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
<p>To enhance tribal strategies to cost effectively plan, correctional facilities, multi-purpose justice centers, correctional alternative facilities, or community-based correctional alternatives to address the incarceration and rehabilitation of adult and juvenile offenders.</p>	<p>Percentage of participants reporting an improved ability to perform their duties as a result of training.</p> <p>Number of training activities conducted.</p> <p>Number of technical assistance events conducted</p> <p>Number of individuals trained</p>	<p>During the reporting period, the number of individuals completing both pre- and post-training course or technical assistance evaluations.</p> <p>During the reporting period, the number of individuals completing both pre- and post-training course or technical assistance evaluations that demonstrate self-reported improved understanding and planning abilities.</p> <p>Number of training/briefing sessions conducted during the reporting period</p> <p>Number of technical assistance events conducted during the reporting period.</p> <p>Number of individuals trained during the reporting period.</p>
<p>To assist tribes in developing, implementing, or enhancing community-based correctional alternatives.</p>	<p>Percentage of participants reporting an improved ability to perform their duties as a result of training.</p>	<p>During the reporting period, the number of individuals completing both pre- and post-training course or technical assistance evaluations.</p> <p>During the reporting period, the number of individuals completing both pre- and post-training course or technical assistance evaluations that did demonstrate self-reported</p>

		improved understanding and planning abilities.
	Number of training activities conducted.	Number of training/briefing sessions conducted during the reporting period
	Number of technical assistance events conducted	Number of technical assistance events conducted during the reporting period.
	Number of individuals trained	Number of individuals trained during the reporting period.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please 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 subjects protections. 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.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.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. Please note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. 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-2011-3028.
6. **Submit an 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 validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

### **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact BJA staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJA staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative and a budget detail worksheet including a budget narrative, will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

### 1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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, please select "For-Profit Organization" or "Small Business" (as applicable).

### 2. Program Narrative

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 should not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Address each deliverable as described on pages 5-7.
- d. Capabilities and Competencies
- e. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

### 3. 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). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

#### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated 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.

### 4. Additional Attachments: Project Timeline, Resumes, and Letters of Support

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). These items will not be scored by peer reviewers. However, they will be considered in making final funding determinations and should be included in order to receive funding.

### 5. Indirect Cost Rate Agreement (if applicable)

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.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

### 6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided 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 authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

## 7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

## Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

### 1. Statement of the Problem (20 percent of 100)

Applicants should:

- Demonstrate a thorough understanding of the issues confronting institutional and community corrections in Indian Country.
- Describe the planning elements that tribal jurisdictions should include: justice system assessments, a facility development process, planning team development and decision-making process, incorporation of additional space for programs and services, new facility staffing and training, site evaluation, and development of policies, guidelines, and procedures.
- Describe the planning elements that tribal jurisdictions should address in developing community-based alternatives, including community-wide assessments, resource needs, staff training, site evaluation, and development of policies, guidelines, and procedures.

### 2. Project Design and Implementation (40 percent of 100)

Applicants should describe how they will implement and deliver all the training and technical assistance activities requested in the Goals, Objectives, and Deliverables section (pages 5-7) and include a project time/task plan that correlates with the deliverables for this project.

### 3. Capabilities and Competencies (30 percent of 100)

Applicants should:

- Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed tasks. Provide information that illustrates the ability to manage complex activities (both type and expertise) effectively and to conduct the proposed activities.
- Describe the organization's and staff's experience in delivering training and technical assistance to tribal representatives.
- Demonstrate the capacity for an operational readiness within 90 days of the award.
- Demonstrate 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-purpose justice centers; and regional facilities; and/or history of working effectively with tribal officials, tribal project managers, and/or the Bureau of Indian Affairs (BIA), Indian Health Services (HIS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the National Institute of Corrections (NIC), and other federal agencies.
- Demonstrate experience in conducting community-wide assessments to determine need for community-based correctional alternatives and a history of working effectively with tribal officials, tribal project managers, and/or BIA, HIS, SMAHSA, NIC, as well as other federal agencies.
- Demonstrated knowledge of laws governing federal/tribal corrections.
- Demonstrated knowledge of federal Indian policies pertaining to Indian self-determination, self-governance, and tribal consultation executive orders and memoranda.
- Demonstrated knowledge of federal agencies responsible for Indian corrections, probation, parole, treatment, recovery, law enforcement, tribal justice systems, and services supporting alternatives to incarceration.
- Demonstrated knowledge of tribal government governance systems and intergovernmental protocols.

**4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent of 100)**

Applicants must 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.

**5. Budget (5 percent of 100)**

Applicants must provide a budget that is complete, allowable, and cost effective. The budget narrative and budget detail worksheet must be tied to the goals and objectives described in the Program Design and Implementation section of the program narrative.

**Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance 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. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 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 (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to 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 strongly 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
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- 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 (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

**Application Checklist**  
**FY 2011 Correctional Systems and Correctional Alternatives on Tribal Lands Training and Technical Assistance Program**

This application checklist has been created to assist in developing an application.

**Eligibility Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$850,000

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 12)
- \_\_\_\_\_ Program Narrative\* (see page 12)
- \_\_\_\_\_ Budget Detail Worksheet\* (see page 13)
- \_\_\_\_\_ Budget Narrative\* (see page 13)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 13)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 13)
- \_\_\_\_\_ Additional Attachments (see page 13)
  - \_\_\_\_\_ Project Timeline (see page 13)
  - \_\_\_\_\_ Resumes (see page 13)
  - \_\_\_\_\_ Letters of Support (see page 13)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 14), including:
  - \_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)

\* These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.