



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 Tribal Justice System Capacity Building Training and Technical Assistance Program. The program furthers the Department's efforts to assist tribal communities in planning and implementing comprehensive strategies to reduce and control crime associated with alcohol and other drug abuse; and in developing, implementing, and enhancing American Indian and Alaska Native tribal justice systems.

Tribal Justice System Capacity Building Training and Technical Assistance Program FY 2012 Competitive Grant Announcement

Eligibility

Applicants are limited to tribal and non-tribal for-profit (commercial) and nonprofit organizations; faith-based and community organizations; institutions of higher learning (including tribal colleges and universities); and consortiums with demonstrated national-level and onsite experience working with American Indian and Alaska Native communities.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 13.) All applications are due by 11:59 p.m. eastern time on May 31, 2012. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 or via e-mail to support@grants.gov.

Note: The [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, 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.

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Contents

| | |
|--|----|
| Overview | 3 |
| Deadlines: Registration and Application | 3 |
| Eligibility | 3 |
| Tribal Justice System Capacity Building TTA Program—Specific Information | 3 |
| Performance Measures | 10 |
| Notice of Post-Award FFATA Reporting Requirement | 13 |
| How to Apply | 13 |
| What an Application Should Include | 15 |
| Information to Complete the Application for Federal Assistance (SF-424) | |
| Program Narrative | |
| Budget Detail Worksheet and Budget Narrative | |
| Indirect Cost Rate Agreement (if applicable) | |
| Tribal Authorizing Resolution (if applicable) | |
| Additional Attachments | |
| Other Standard Forms | |
| Selection Criteria | 18 |
| Review Process | 20 |
| Additional Requirements | 20 |
| Provide Feedback to OJP on This Solicitation | 21 |
| Application Checklist | 22 |

Tribal Justice System Capacity Building Training and Technical Assistance Program CFDA #s 16.608 and 16.616

Overview

The Tribal Justice System Capacity Building Training and Technical Assistance Program is a comprehensive approach by BJA to deliver training and technical assistance (TTA) to build capacity and enhance functioning of tribal justice systems. TTA awards will be funded through Commerce, Justice, Science, and Related Appropriations Act of 2012, Pub. L. No. 112-55, 125 Stat. 552, 616.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 31, 2012. See the “How To Apply” section on page 13 for details. Note that while the deadline for submission is 11:59 p.m. eastern time on May 31, 2012, 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

Refer to the title page for eligibility under this program.

Tribal Justice System Capacity Building TTA Program—Specific Information

Goals, Objectives, and Deliverables

The goal of the Tribal Justice System Capacity Building TTA Program is to strengthen tribal governments’ ability to plan, implement, and enhance tribal justice systems to be able to prevent, control, and investigate crime; to effectively administer justice; and to meet the needs of the community. The FY 2012 Tribal Justice System Capacity Building TTA Program will focus on funding national TTA efforts within five categories: enhancing tribal and state collaborations; comprehensive strategic planning; building tribal capacity to plan, develop, or enhance diversion and community corrections capacity; enhancing tribal justice information sharing efforts; and other tribal justice system capacity building TTA efforts.

On July 29, 2010, Congress passed the historic [Tribal Law and Order Act](#) (TLOA), which provided legislative authorities and resources to tribal communities across the United States to enhance their tribal justice systems. The purposes of TLOA are to:

- Clarify the responsibilities of the federal, state, tribal, and local governments with respect to crimes in Indian Country.
- Increase coordination and communication among federal, state, tribal, and local law enforcement agencies.
- Empower tribal governments with the authority, resources, and information necessary to safely and effectively provide public safety in Indian Country.
- Reduce the prevalence of violent crime in Indian Country and combat sexual and domestic violence against Alaska Native and Native American women.
- Prevent drug trafficking and reduce rates of alcohol and drug addiction in Indian Country.
- Increase and standardize the collection and sharing of crime data, criminal intelligence, and criminal history information among federal, state, tribal, and local officials responsible for responding to and investigating crimes in Indian Country.

The goals and objectives of this solicitation are consistent with the purposes of TLOA. The objectives of the Tribal Justice System Capacity Building TTA Program are to provide TTA to:

- Assist tribes in using data to inform justice system strategic planning, implementation and enhancement.
- Integrate the rich community values of tribal cultures in tribal justice systems and programs.
- Foster tribal and state collaboration to address jurisdictional and legal issues with regard to law enforcement, courts, corrections and reentry within Indian Country, including tribal justice based relationships with service providers.
- Build capacity for community-based alternatives to incarceration.
- Enhance tribal justice information sharing.
- Meet other tribal justice system capacity building needs.

In addition to the category-specific deliverables detailed on pages 6-9, if funded, successful applicants will be required to:

- Participate with all BJA's tribal justice system TTA providers (selected through this competition and those currently working with BJA) as part of a tribal TTA collaborative to assist tribal justice system officials, treatment professionals and others to plan, develop, and enhance tribal justice systems.
- Coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). At the time this solicitation was posted, the precise requirements and protocols were still under development, but once completed the successful applicant will be required to comply with these protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to modify these protocols at any time with reasonable advance notice provided to the grantee prior to execution.
- Provide proactive, comprehensive, user-friendly TTA services to tribal communities.
- Develop uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
- Develop and disseminate publications and facilitate teleconferences, webinars, peer-to-peer consultations, onsite technical assistance, and ongoing offsite technical assistance by phone, e-mail, and publications.
- Communicate and conduct outreach to tribes and tribal organizations that may participate in and benefit from TTA services.
- Align national training opportunities with at least one of the Tribal Justice, Safety and Wellness sessions hosted by OJP.

BJA is seeking TTA providers with demonstrated expertise in and knowledge of:

- Working with federally recognized Indian tribes, tribal governments and justice systems, exercise of tribal sovereignty, tribal-state-federal relations and leveraging resources throughout the tribal community, neighboring jurisdictions and federal resources.
- Working with American Indian and Alaska Native people, communities, and the cultural and social dynamics in tribal communities, such as clans or families.
- Other OJP and DOJ bureau and office functions relating to Indian tribes/tribal communities to integrate services and enhance collaboration opportunities.
- Other federal agencies (e.g., Department of the Interior/Bureau of Indian Affairs (BIA), Department of Labor (DOL), Department of Housing and Urban Development (HUD), Department of Health and Human Services/Indian Health Service (IHS) and /Substance Abuse and Mental Health Services Administration (SAMHSA).
- Tribal law enforcement, courts, and corrections services, including alcohol and substance abuse, behavioral health, social services, and educational programs.
- Tribal intergovernmental consultation and negotiation protocols to engage state and local governments in cooperative agreement efforts and collaborations.

Evidence-Based Programs or Practices

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

Program Requirements

BJA TTA projects are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). At the time this solicitation was posted, the precise requirements and protocols were still under development, but once completed the successful applicant will be required to comply with these protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the authority to modify these protocols at any time with reasonable advance notice provided to the grantee prior to execution.

The TTA provider also will be required to participate in GrantStat with BJA staff for tribal justice system grantees. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our training and technical assistance partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. TTA providers will be required to

participate (via phone or in-person) in regular meetings and report on information and key findings from their interaction with the grantees as the TTA provider.

Each application should explicitly state the category number and TTA activities being addressed in the abstract and first page of the program narrative (see What an Application Should Include, page 15). Each application should address only one category; however, an organization may submit multiple applications, provided that each application addresses a different category.

In order to be eligible, applicants must submit proposals that describe projects that are national in scope. For the purpose of this solicitation, “national in scope” is defined as projects for which direct beneficiaries include tribal jurisdictions throughout the country, their personnel, and the citizens they serve, without restriction to geographic areas. For example, a proposal to develop a probation officer training program that is available to participants on a nationwide basis meets the definition; a training program proposed to serve tribes in only one region does not meet the definition.

Applicants should be cognizant of the fact that the Office of Juvenile Justice and Delinquency Prevention has a number of TTA efforts that are focused on the youth offender population. Therefore, the adult offender population should be the focus of proposed efforts under these categories except in projects where the two populations may be inextricably linked (e.g., information sharing, comprehensive planning efforts, data collection).

Award Amount and Length

Up to 8 cooperative agreements of up to \$500,000 each may be awarded for a project period of 18 months with a project start date of October 1, 2012. The amount budgeted will be evaluated against the benefits and deliverables specified in the proposal to ensure efficient use of resources, and will be an important criterion used during proposal evaluation (see Selection Criteria, page 18). It is possible that awards will not be made under all categories.

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

Applicants may submit a proposal under any one of the following categories.

CATEGORY 1: ENHANCING TRIBAL AND STATE COLLABORATIONS. Competition ID: BJA-2012-3278.

Applications are solicited for a TTA program to foster collaboration among tribal, state, and local governments. Applications should reflect a commitment to help tribal communities develop and/or enhance collaboration among state and local entities such as: [State Administering Agencies](#), Administrative Offices of the Courts, law enforcement organizations, correctional agencies, community-based service providers, and other entities. Key TTA activities may include:

- Assisting tribes and state or local governments with developing memoranda of understanding, interjurisdictional agreements, and/or mutual aid agreements.
- Developing protocols for interjurisdictional relationships and activities between tribal and state/local law enforcement agencies.

- Developing protocols for conducting community corrections-related activities (home visits, work visits, etc.) on tribal lands for offenders under supervision of state or local community corrections agencies.
- Developing full faith and credit agreements.
- Maintaining a tribal and state collaboration web site and clearinghouse that includes resources, events, and tools to facilitate tribal and state collaboration efforts.
- Hosting and providing statewide tribal-state collaboration activities and providing follow-up TTA.
- Providing TTA to tribes which seek to exercise enhanced sentencing authority as provided under TLOA.

CATEGORY 2: COMPREHENSIVE STRATEGIC PLANNING. Competition ID: BJA-2012-3279

Applications are solicited for TTA initiatives to provide assistance to tribes that are interested in engaging in comprehensive strategic planning to improve tribal justice and public safety. For FY 2012, a new purpose area, entitled Comprehensive Planning and Demonstration Project (Purpose Area 2), has been included in the [Coordinated Tribal Assistance Solicitation \(CTAS\)](#). CTAS is a DOJ grant solicitation that combines DOJ's existing tribal government-specific competitive solicitations into one, and thus requiring only one application from each tribe or tribal consortium. Applicants that receive funding under the CTAS for Purpose Area 2 will require TTA to implement the project goals and objectives of the comprehensive strategic planning initiative. CTAS Purpose Area 2 will allow tribes to engage in a data-informed planning process to develop a written strategic plan that will guide justice system development to promote public safety and effective justice system operations. TTA providers that receive funding under this category will be required to provide assistance to tribes that receive funds under CTAS Purpose Area 2. Key TTA activities may include:

- Supporting data-driven tribal justice system and community resource mapping.
- Facilitating the development of a data collection strategy/plan to assist with the analysis of community data (arrest, housing, health, etc.).
- Assisting tribes with planning through either 1) strategic planning only, or 2) indigenous planning (a blending of traditional approaches such as culture, social aspects of identity and place, and land-use practices) balanced with strategic planning.
- Assisting tribes with the implementation or enhancement of risk and needs assessment tools to assess offenders throughout all points of the justice system continuum.
- Assisting tribes with the development of Tribal Action Plans in accordance with TLOA.
- Building tribal capacity on sustainability which may include convening focus groups with tribal, state, and federal representatives regarding elements (organizational, financial, vision, tribal life ways, community infrastructure) required for sustainability of tribal justice systems, initiatives, and programs, and developing and delivering a curriculum/resource guide.

Applicants that propose to provide TTA for the implementation and enhancement of risk and needs assessment tools should submit a proposal that builds on the findings noted in the BJA-funded publication entitled [Exploring the Role of Responsivity and Assessment with Hispanic and American Indian Offenders](#). The TTA provider(s) for Category 2 will be expected to engage tribes in a strategic planning process that maps jurisdiction with Federal and state justice systems and assesses indigenous components such as family, social systems, and cultural values to determine which traditional resources can be leveraged to assist with justice system planning efforts. The primary focus for TTA providers selected under this category will be FY

2012 CTAS Purpose Area 2 grant recipients; however, the TTA provider(s) should plan to provide assistance to other tribes as well.

CATEGORY 3: BUILDING TRIBAL CAPACITY TO PLAN, DEVELOP, OR ENHANCE ALTERNATIVES TO INCARCERATION AND COMMUNITY CORRECTIONS CAPACITY.

Competition ID: BJA-2012-3280

Applications are solicited for TTA programs to help tribal governments build the capacity to operate alternative to incarceration programs and community corrections (probation and/or parole) programs. Key TTA activities may include:

- Assessing infrastructure needed to support diversion and community corrections programs.
- Developing a model for designing and staffing tribal community corrections programs.
- Offering tribal probation officer training programs.
- Assessing strategies to enhance community corrections capacity other than staff training.
- Providing TTA for pretrial services, problem-solving courts including tribal drug (Healing to Wellness) courts, and other alternative to incarceration programs.
- Assisting tribes with fostering collaborative relationships or partnerships with organizations that provide community-based services such as alcohol and substance abuse treatment.
- Providing TTA on the use of electronic alcohol/offender monitoring tools such as ankle bracelets.

CATEGORY 4: ENHANCING CRIMINAL JUSTICE INFORMATION SHARING EFFORTS IN INDIAN COUNTRY. Competition ID: BJA-2012-3281.

Applications are solicited for TTA programs to improve tribal justice information sharing capabilities by providing training and technical assistance to tribal law enforcement personnel nationwide. Key TTA activities may include:

- Assessing tribal information sharing needs.
- Assisting tribes in addressing barriers or challenges to data collection, program reporting, and information sharing.
- Facilitating the development of cross-boundary information sharing across jurisdictions, within tribal justice systems (law enforcement, courts, prosecutors, public defenders, and/or corrections), and non-agency partners to enhance justice system public safety efforts.
- Developing relationships with judges and educating tribal courts on the value of justice information.
- Supporting the implementation of national guidelines, standards, and technology solutions to meet justice information sharing needs.
- Engaging Indian Country in national policy efforts to improve justice through the use of technology and information sharing to include direct participation in and awareness of DOJ's Global Justice Information Sharing Initiative.
- Facilitating Indian Country Justice Information Sharing (JIS) Working Group(s) consisting of tribal justice practitioners and information technology and other technical experts to provide input toward standards development, policy discussions, training activities, and other relevant areas.
- Providing awareness and training to tribal law enforcement leadership and personnel regarding the importance of and how to participate in fusion centers and other criminal intelligence information sharing systems.

- Providing training for criminal intelligence analysts and information analysts in Indian Country and tribal officials including leadership/council members on the value of justice information sharing.
- Providing assistance to Indian tribes in various areas such as assessing law enforcement radio coverage in tribal jurisdictions, including radio dead zones; linking tribes to existing resources for equipment; educating tribes on pricing for equipment/software; and other relevant information.
- Providing assistance to other federal, state, and local entities on the importance of information sharing systems in tribal jurisdictions.

CATEGORY 5: OTHER TRIBAL JUSTICE SYSTEM CAPACITY BUILDING TTA EFFORTS.

Competition ID: BJA-2012-3282

Applications are solicited for other proposals designed to enhance tribal justice system capacity. The topics for proposals submitted under this category should not already be captured or noted in Categories 1-4. Examples of key TTA activities may include:

- Addressing crime prevention.
- Addressing illegal drug and pharmaceutical crime investigation.
- Building tribal justice system assessment capacity which may include:
 - Educating tribal justice system representatives in various settings (classroom, conferences, webinars, podcasts, bulletins) on the value of program data collection and assessment, including the difference between administrative data and survey data; the connection of program data to research and evaluation to federal budget requests for tribal programs; and strategies for integrating cultural values into evidence-base practices and practice-based evidence.
 - Collecting information on tribal programs supported by research and/or evaluation, and identifying tribal justice system promising practices.
- Building tribal justice expertise in Indian Country which may include:
 - Coordinating and promoting relationships between tribal grantees, educational institutions, foundations, and the private sector to identify and foster tribal justice expertise and build a network to support and sustain tribal justice systems.
 - Identifying subject matter experts specific to the needs of tribes to assist with the implementation of justice system efforts.
 - Identifying programs across the country, including federal agencies, offering opportunities to students, attorneys, and military veterans which help to facilitate the growth of tribal expertise and share with tribal grantees.

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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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 requesting a waiver should 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 to be done.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP web site at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Award recipient recipients will be required to report the applicable performance measures quarterly in BJA's online Training

and Technical Assistance Reporting System (TTARS), located at: www.bjaperformancetools.org/. A complete listing of the performance measures can also be found at: www.bjaperformancetools.org/tta2/View/BJATTARSReportingMatrix.pdf. Below are sample measures for this solicitation:

| Objective | Performance Measure(s) | Data Grantee Provides |
|--|---|--|
| <p>Increase the knowledge of criminal and tribal justice practitioners through:</p> <ul style="list-style-type: none"> • In-person training. • Web-based learning. • Distance learning using CD/DVDs. • Developing or revising training curricula. | <p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p> <p>Percentage of organizations that rated the training as satisfactory or better</p> <p>Number of curricula developed</p> <p>Number of curricula that were pilot tested</p> <p>Percentage of curricula that were revised after pilot testing</p> | <p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training • Completed each training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed a pre- and post-test • Had an improved post-test score over their pre-test <p>Number of organizations that:</p> <ul style="list-style-type: none"> • Received CD/ DVDs • Received CD/DVDs that responded to the survey • Rated the CD/DVD as satisfactory or that the CD/DVD met their training needs <p>Number of training curricula:</p> <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested |
| <p>Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p> | <p>Percentage of agencies that rated services as satisfactory or better</p> <p>Percentage of agencies that implemented one or more recommendations</p> <p>Percentage of people who received peer visits who reported that the visit to the other agency was useful in providing information on policies or practices</p> | <p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed • Number of agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies that implemented one or more of the report recommendations 6 months after onsite visit • Number of peer-to-peer visits completed • Number of people who received peer visits who completed an evaluation |

| | | |
|--|--|---|
| | <p>Percentage of people who received peer visits who implemented one or more policies or practices 6 months after they were observed</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p> <p>Number of web sites developed and maintained</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percentage of resolved calls for assistance</p> | <ul style="list-style-type: none"> • Number of people who received peer visits who reported that the visit was useful in providing information on policies or practices • Number of people who received peer visits who implemented one or more policies or practices six months after they were observed • Number of people who received peer visits • Number of requesting agencies who completed an evaluation • Number of requesting agencies that rated the services provided as satisfactory or better • Number of web sites developed • Number of web sites maintained • Number of publications developed • Number of publications disseminated • Number of information requests responded to |
| <p>Increase information provided to BJA and the criminal and tribal justice communities.</p> | <p>Number of conferences or forums held.</p> <p>Percentage of advisory/focus groups evaluated as satisfactory or better</p> <p>Number of publications developed</p> <p>Number of publications disseminated.</p> <p>Percentage of evaluations rating the materials as satisfactory or better</p> <p>Number of training activities conducted</p> <p>Percentage of training participants who rated the training as satisfactory or better</p> | <p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of advisory/focus groups held • Number of advisory/focus group attendees who completed an evaluation • Number of advisory/focus group attendees who completed an evaluation and rated the advisory/focus group as satisfactory or better • Number of documents produced as a result of advisory/focus groups • Number of documents disseminated to the field as a result of advisory/focus groups • Number of evaluations provided. • Number of agencies that rated the product as satisfactory or better • Number of times the requesting agency evaluated the product of the advisory/focus group • Number of trainings held • Number of training attendees who completed an evaluation • Number of training attendees who completed an evaluation and rated the training as satisfactory or better |

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 protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (28 C.F.R. § 46.102(d)). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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.

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. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take 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 Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or 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. 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 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. 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.
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.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) numbers for this solicitation are 16.608, titled "Tribal Court Assistance Program," and 16.61, titled "Indian Country Alcohol and Drug Prevention," and the funding opportunity number is BJA-2012-3277.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An

applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

8. **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.”

Note: Duplicate Applications

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

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 e-mail the BJA Justice Information Center contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by BJA.** 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.

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, including firewalls.

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

What an Application Should Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, time task plan, and resumes/curriculum vitae of key personnel. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Program Narrative (Required Attachment #1)**

Program Abstract: Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying. The abstract must include project goals, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. Applicants should use a standard 12-point font (Times New Roman is preferred) with 1-inch margins. The abstract may not exceed 1 page, and does not count against the program narrative's 15-page limit.

Program Narrative: Applicants must respond to the solicitation and the Selection Criteria (1-5) 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 15 pages. Number pages "1 of 15," "2 of 15," 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. Capabilities and Competencies
- d. 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 (Required Attachment #2)**

a. **Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at 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, see the OJP Financial Guide at 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. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. 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. **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/funding/pdfs/indirect_costs.pdf.

5. **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 (or comparable legal documentation, as may be applicable) 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 (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be

consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

6. Additional Attachments (Required 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).

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. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

a. [Standard Assurances](#)

Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

Applicants must read, certify and submit in GMS prior to the receipt of any award funds.

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 submitted)

Selection Criteria

1. Statement of the Problem (10 percent of 100 percent)

Demonstrate a thorough understanding of the complex issues involved in the administration of justice in American Indian and Alaska Native communities and in planning, implementing, and enhancing tribal justice systems. Tribal justice system components include law enforcement, courts, and corrections and their linkages to community (including behavioral health) service providers. Describe the need for the proposed TTA as it relates to the category the application addresses in Indian Country as well as any gaps in existing TTA strategies targeting Indian Country.

2. Program Design and Implementation (40 percent of 100)

Describe how the project will reach the stated goals and objectives; provide a complete description of the project design and implementation strategy. Discuss how the project will improve the functioning of tribal justice systems and/or assist tribal communities to address issues relating to the effective administration of justice. Address each overarching deliverable listed on page 4 and category-specific deliverables listed under each category on pages 6-9. Tie program activities to goals, objectives, and applicable performance measures.

3. Capabilities/Competencies (30 percent of 100)

Provide specific examples of the applicant's expertise in:

- Providing TTA to plan, develop, and enhance tribal justice systems.
- Working with American Indian and Alaska Native communities.
- Developing culturally competent curricula based on adult learning theory.
- Providing integrated, proactive, comprehensive, user-friendly TTA.
- Developing uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
- Developing and disseminating publications and facilitating teleconferences, peer-to-peer consultations, onsite assistance, and ongoing offsite assistance by phone and e-mail.
- Managing complex and concurrent priority tasks effectively.
- Working to build and enhance collaborative approaches to address a broad range of tribal justice and tribal safety issues at the national level.
- Communicating and conducting outreach to tribes and tribal organizations to participate in and benefit from TTA sessions.
- Other OJP and DOJ bureau and office functions relating to Native communities to integrate services and enhance collaboration opportunities.
- Other federal agency (DOI/BIA, DOL, HUD, HHS/IHS, HHS/SAMHSA) programs that support tribal law enforcement, tribal courts and corrections, including justice-system related alcohol and substance abuse programs and fostering collaboration.
- Tribal intergovernmental consultation and negotiation protocols to engage state and local governments in cooperative agreement efforts and collaborations.

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed tasks/projects. Describe the roles and responsibilities and qualifications of co-applicants and partners, if applicable.

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

Describe the process/system for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Identify who will collect the data and how the information will be used to inform the project's progress.

5. Time Task Plan (5 percent of 100)

Develop a project time task plan that outlines the goals and objectives of the project as well as with each task that will be completed to accomplish goals and objectives. Applicants must include expected completion date for proposed goals and objectives, and the person or organization responsible for ensuring that tasks are completed in accordance with the time task plan (Required Attachment #3).

6. Budget (10 percent of 100)

Provide a proposed budget and budget narrative that are complete; reasonable and allowable; cost effective; and necessary for project activities are complete, allowable, and cost effective in relation to the proposed activities (as Attachment #2).

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. Applications for formula awards will be reviewed to ensure statutory requirements have been met.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. 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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements 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 BJA 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.

- 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

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

FY 2012 Tribal Justice Capacity Building Training and Technical Assistance Program

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

Eligibility Requirement:

_____ Applicants are limited to tribal and non-tribal for-profit (commercial) and nonprofit organizations; faith-based and community organizations; institutions of higher learning; and consortiums with demonstrated national-level and onsite experience working with American Indian and Alaska Native communities.

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

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 16)
- _____ Program Narrative* (including Program Abstract) (see page 16)
- _____ Budget Detail Worksheet and Narrative* (see page 17)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 14)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Tribal Authorizing Resolution (if applicable) (see page 17)
- _____ Additional Attachments (see page 18)
 - _____ Time task plan*
 - _____ Resumes*
 - _____ Letters of support
- _____ Other Standard Forms as applicable (see page 18), including:
 - _____ 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.