U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

BJA FY 2022 Tribal Corrections Capacity Building Training and Technical Assistance Program

Assistance Listing Number #	16.608
Grants.gov Opportunity Number:	O-BJA-2022-171196
Solicitation Release Date:	March 15, 2022 12:00 AM
Grants.gov Deadline:	May 11, 2022 8:59 PM
Application JustGrants Deadline:	May 23, 2022 8:59 PM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to deliver training and technical assistance (TTA) on strategies to strengthen tribal correctional system capacity to enhance public safety and facilitate successful community reintegration efforts. This program furthers the DOJ's mission by assisting federally recognized American Indian tribes in strengthening the capacity of their criminal justice systems, including improvements to community supervision and reentry strategies to reduce crime.

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

Solicitation Categories
This solicitation does not include Solicitation Categories.

Eligible Applicants:
For profit organizations other than small businesses, Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, public and state controlled institutions of higher education, other.

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

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

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

Contact Information

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

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

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Submission Information
Applications will be submitted to DOJ in two steps:

Step 1: Applicants must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at https://www.grants.gov/web/grants/register.html. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.
Beginning April 4, 2022, the Federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the Federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. For additional information, see the Unique Entity Identifier Update and the OJP Grant Application Resource Guide.

Step 2: Applicants must then submit the **full application,** including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the OJP Grant Application Resource Guide and the JustGrants website for more information, resources, and training.

Contents

Program Description

Overview

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

A number of tribes face significant challenges in addressing community supervision and training needs, as well as ensuring successful community reintegration efforts for individuals returning to the community from correctional facilities.

The training and technical assistance (TTA) provided under the Tribal Corrections Capacity Building Training and Technical Assistance Program supports tribal communities in addressing these challenges through culturally appropriate programming; advancing criminal justice reform by providing TTA on implementing and/or enhancing alternatives to incarceration; enhancing tribal justice system capacity to identify and meet the rehabilitation needs of probationers, detainees, and inmates; and embracing victim-centered community supervision and reentry approaches to better serve victims of crime.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260, 134 Stat. 1182, 1260.

Specific Information

The Tribal Corrections Capacity Building Training and Technical Assistance Program is a comprehensive approach to deliver training and technical assistance on strategies to strengthen tribal correctional system capacity in order to enhance public safety and facilitate successful community reintegration efforts. The TTA provider must offer tribal jurisdictions assistance to: (1) plan, implement, or enhance effective, culturally competent institutional and community corrections practices and (2) plan, implement, or enhance reentry programming strategies for tribal communities.

Goals, Objectives, Deliverables, and Timeline

Goal

The goal of the Tribal Corrections Capacity Building Training and Technical Assistance Program is to deliver TTA on strategies to strengthen tribal criminal justice systems' capacity to enhance public safety and facilitate successful community reintegration efforts.

Objectives

The objectives of this program are to select a TTA provider to: (1) support tribes that receive competitive grants under Purpose Area 3 of the Coordinated Tribal Assistance Solicitation (CTAS) that focus on institutional and community corrections and reentry from incarceration and (2) develop and deliver training, peer learning opportunities, and other resources to the tribal justice field on institutional and community corrections and reentry from incarceration into Indian Country.

Deliverables

BJA's overall TTA delivery expectations include:

1. Individualized, efficient, and consistent delivery of TTA in order to get CTAS Purpose Area 3 grantees to accomplish their goals by the end of their project periods.

> a. Develop individualized TTA work plans for each grantee based on the grantee's goals outlined in the funded application. Work plans should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help grantees execute key tasks. Please note that BJA may require the selected provider to submit for review and approval any proposed TTA plans, protocols, or strategies in advance of dissemination and implementation with grantees.

> b. Assign each grantee a TTA coach to assess and identify grantee TTA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance to be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TTA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins

may be substituted occasionally, as logistics require. Prior to assigning coaches, the awarded applicant must provide to BJA a list of TTA coaches/consultants and their expertise. Assigned coaches must provide follow-up information regarding the grantee's implementation of the recommendations that were provided.

c. The selected TTA providers must undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA provider should engage in strategies like case conferencing to harness the collective knowledge of TTA coaches.

d. All training provided with BJA funding must provide a mechanism for pre- and post-testing of knowledge and other assessment of impact.

2. TTA provider staff will have sufficient subject expertise to assist grantees in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively be able to coach grantees and assist them in reaching their goals.

3. There are occasions where an external expert will be required. To this end, the TTA provider must utilize a range of vetted tribal and/or national subject experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the grantees. With BJA's approval, the TTA provider will assign TTA consultants to assist grantees and report on and monitor the TTA provided. The roles of the subject experts will vary across engagements, so the TTA provider must develop protocols to define the scope of the role of the subject experts, when needed (e.g., advisor to TTA provider, direct assistance to grantees, participating in webinars). The TTA provider must provide written reports to BJA on the TTA provided and the status of ongoing activities.

4. As part of this oversight of staff and experts, the TTA provider must document a plan to ensure that it has a set of diverse staff, trainers, and/or subject matter experts that reflect a mix of experiences and perspectives to be able to effectively reach the communities and practitioners that they will serve.

5. The TTA provider must participate in ongoing collaboration and coordination. It should emphasize and actively engage in cross-organizational coordination, including:

a. Coordination in tribal jurisdictions. The TTA provider must be both aware of and in touch with other key overlapping initiatives and TTA providers in the jurisdictions in which they are providing assistance.

b. Coordination with federal partners. The TTA provides must serve as a coordinator with federal partners and support strategies related to the subject.

c. Coordination across interest groups. The TTA provider must develop regular meetings (e.g., quarterly stakeholder meetings, annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, and special interest groups (e.g., peer support community).

6.The TTA provider should prioritize responses to requests from practitioners and assist unfunded applicants, in consultation with BJA. Not all ad hoc responses require an extensive response — some might require referral to resources or connection with other agencies for collaboration — but a limited number will require more thorough exploration and response. In consultation with BJA, TTA providers must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received, and respond to them efficiently and effectively; and produce regular (i.e., quarterly) written reports that summarize the support provided.

7. The TTA provider must serve as a thought leader and information clearinghouse for relevant research and best practices. It must:

a. Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks.

b. Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

c. Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

8. The TTA provider must proactively build field knowledge and capacity in the area of tribal corrections. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. It must:

> a. Assist grantees in the collection of performance measure data for submission to the Performance Measurement Tool (PMT).

> b. Based on performance reporting trends and TTA needs assessments, propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.

9. Maintain a listserv of grantees, subgrantees, and key contacts responsible for undertaking grant and related activities, including interested tribal, state, and local contacts, and federal and national partners.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

OJP Priority Areas

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

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

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

In support of Executive Order 13985, OJP will:

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

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed

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

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

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards
1

Period of Performance Start Date
10/1/22 12:00 AM

Anticipated Maximum Dollar Amount of Awards
$1,000,000.00

Anticipated Total Amount to be Awarded Under Solicitation
$1,000,000.00

Period of Performance Duration (Months)
24

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

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

Types of Awards

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information

Applicants should consider the most effective and efficient ways for reaching the field in proposing approaches to the work.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

See the OJP Grant Application Resource Guide for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

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

Application and Submission Information

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form) . The web-based form includes the budget details and the budget narrative.
- Timeline/Project Task Plan
- Documentation of Proposed Subrecipients (if any)
- Résumés of Key Personnel
- Work Product Examples

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

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

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

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

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to Executive Order 12372. (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.").

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

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

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

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

a. Description of the Issue

- Demonstrate a thorough understanding of the complex issues involving tribal jails, community supervision, and reentry efforts confronting American Indian and Alaska Native communities.

- Describe current efforts to improve correctional systems (institutional and community) and reentry in Indian Country.

- Discuss gaps in correctional systems (institutional and community) and reentry strategies that need to be addressed through comprehensive training and technical assistance resources.

- Describe recent trends in violent crime, alcohol and other substance use-related crimes, and the appropriate role of federal, tribal, state, and local agencies in reducing crime and recidivism rates.

- Describe the challenges in assessing the impact of sentencing, lack of culturally appropriate jail/prison- based rehabilitation programming, and corrections policy changes on tribal public safety.

b. Project Design and Implementation

- Address in detail how the applicant proposes to undertake and accomplish each of the objectives and tasks outlined in the solicitation including the overall TTA expectations.

- Provide a complete description of all the requested deliverables and the methods for their delivery (e.g., adult learning principles, development sources, distance learning, process for information assessment, and revision), including coordination of deliverable timelines for training approval.

- Applicants may propose other items/deliverables, in addition to the ones listed in this grant announcement and should provide detailed information of those items, if applicable.

- Inclusion of a timeline/project task plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity will contribute to scoring under this criterion.

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

c. Capabilities and Competencies

- Describe the applicant, its partners, and each organization's role. Demonstrate the capability of the lead organization and any collaborative partners (subrecipients) to implement each component of the project, including gathering and analyzing information, developing a plan, evaluating the program, and staff capacity to provide technical assistance to large numbers of grantees simultaneously.

- 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. Describe how the proposed management structure and staffing of the project will facilitate the delivery of the required services. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the timeline/project task plan. Information regarding the personnel assigned to these tasks included in the résumés and position descriptions, as well as the work product examples, will contribute to the assignment of points relative to this criterion.

Provide specific examples of the applicant's expertise in:
- Developing uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
- Developing and disseminating publications, teleconferences, webinars, peer-to-peer consultations, and onsite technical assistance, and providing ongoing offsite technical assistance by phone, email, and publications.

- Communicating and conducting outreach to tribes and tribal organizations to participate in and benefit from TTA services.

- Developing culturally competent curricula based on adult learning theory.

- Criminal and tribal justice in Indian Country and Native-American communities.

- Federal American Indian law, tribal law, jurisdictional context of tribal-state federal governments.

- Working with American Indian and Alaska Native persons and communities.

- Other OJP and DOJ program office functions relating to Native American communities to integrate services and enhance collaboration opportunities.

- Working collaboratively with federal, tribal, state, and local agencies that are paramount to effective community reintegration efforts to include federal justice agencies, state department of corrections, tribal corrections, as well as county sheriffs and jail administrators.

- Working with federal health and behavioral health agencies, tribal court services, and behavioral health treatment programs to coordinate services.

- Tribal intergovernmental consultation and negotiation protocols to engage state, local, and federal governments in cooperative agreement efforts and collaborations.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a

culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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

- Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.

- Identify what data information will be collected, who will be responsible for collecting and reporting the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information (PII) will be protected, and how the information will be used to guide the program.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at Training and Technical Assistance (TTA) Reporting Portal TTA and Deliverable Performance Metrics Extract from Data Dictionary (ojp.gov).

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the OJP Grant Application Resource Guide.

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the project's goals, objectives, and deliverables in the JustGrants Web-based form. See the OJP Grant Application Resource Guide for additional information.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding.**

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

Indirect Cost Rate Agreement (if applicable)

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

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

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

Disclosure of Process Related to Executive Compensation

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

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Résumés of Key Personnel. Applicants may combine the position descriptions and résumés into a single document; however, please note that résumés are one of the critical elements for an application, along with the proposal abstract, proposal narrative, budget worksheet and budget narrative, timeline, and documentation of proposed subrecipients. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA. Applicants will attach the additional requested documentation in JustGrants.

Timeline Form

Timeline/Project Task Plan outlining the key tasks, benchmarks, and persons/entities responsible. Applicants will attach the additional requested documentation in JustGrants.

Research and Evaluation Independence and Integrity Statement

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

List of Individuals in the Application

Complete attachment to indicate proposed subrecipients of Tribal Corrections Capacity Building Training and Technical Assistance funding, including the name, organizational affiliation, and city and state of the proposed subrecipient entity. Applicants will submit by uploading the document as an attachment in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the OJP Grant Application Resource Guide.

Applicant Disclosure of Duplication in Cost Items

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

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other

Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the OJP Grant Application Resource Guide.

Position Descriptions

Position Descriptions for key roles. Position descriptions should relate to the role on the proposed project, not the person's role within the applicant organization, and describe critical competencies and expectations regarding project responsibilities. Applicants will attach the additional requested documentation in JustGrants.

Work Product Examples

Attach two to three examples of relevant products the organization has produced that exemplify high quality product and the ability to communicate effectively with stakeholders (e.g., website, fact sheet, research brief, link to archived webinar, TA final report with recommendations, infographics, etc.). Applicants will attach the additional requested documentation in JustGrants.

How to Apply

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

Step 2: The applicant will then submit the **full application,** including attachments, in JustGrants in JustGrants.usdoj.gov.

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

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by May 11, 2022 8:59 pm Eastern Time.

The **full application** must be submitted in JustGrants by May 23, 2022 8:59 pm Eastern Time.

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

Experiencing Unforeseen Technical Issues

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

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

- Grants.gov - contact the Grants.gov Customer Support Hotline

- SAM.gov - contact the SAM Help Desk (Federal Service Desk)

- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833–872–5175

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

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov or the BJA contact identified above **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues

with Grants.gov, the applicant must contact the Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.

- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).

- Include an attachment(s) of the complete grant application and all required documentation and material.

- Include the applicant's DUNS number (or Unique Entity Identifier if applying after April 4, 2022), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

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

Application Review Information

Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (35%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form or attachment) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

- The application must be submitted by an eligible type of applicant.

- The application must request funding within programmatic funding constraints (if applicable).

- The application must be responsive to the scope of the solicitation.

- The application must include all items necessary to meet the basic minimum requirements.

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the OJP Grant Application Resource Guide for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, all award recipients under this solicitation will be required to submit certain reports and data.

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

(In appropriate cases, OJP may require additional reports.)

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

Federal Awarding Agency Contact(s)

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

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

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

Other Information

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

See the OJP Grant Application Resource Guide for information on the Freedom of Information and Privacy Act (5 U.S.C.

552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the OJP Grant Application Resource Guide for information on how to provide feedback to OJP.

Performance Measures

A list of performance measure questions for this program can be found at Training and Technical Assistance (TTA) Reporting Portal TTA and Deliverable Performance Metrics Extract from Data Dictionary (ojp.gov).

Application Checklist

BJA FY 2022 Tribal Corrections Capacity Building Training and Technical Assistance Solicitation

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

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's System Award Management (SAM) Registration Information (see OJP Grant Application Resource Guide)

- Acquire a SAM Unique Entity Identifier (UEI):

  ◦ If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at www.dnb.com.
  ◦ On April 4, 2022, the Federal government will stop using DUNS and start using the new SAM UEI. (see OJP Grant Application Resource Guide)

To register in Grants.gov:

- Acquire an AOR and Grants.gov username and password (see OJP Grant Application Resource Guide)

- Acquire AOR confirmation from the E-Business Point of Contact (see OJP Grant Application Resource Guide)

To find the Funding Opportunity:

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing, or keyword(s)

- Access the Funding Opportunity and Application Package (see Step 7 in the OJP Grant Application Resource Guide)

- Sign up for Grants.gov email notifications (optional) (see OJP Grant Application Resource Guide)

- Read Important Notice: Applying for Grants in Grants.gov

- Read OJP policy and guidance on conference approval, planning, reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see OJP Grant Application Resource Guide)

Overview of Post-Award Legal Requirements:

- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards" in the OJP Funding Resource Center.

Review the Scope Requirement:

- The federal amount requested is within the allowable limit of $1,000,000.

Review the Eligibility Requirement:

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

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

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

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

Submission has been received in Grants.gov

Submission has either been successfully validated or rejected with errors (see OJP Grant Application Resource Guide)

If no Grants.gov receipt and validation, or error notifications are received:
Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov customer support, or at support@grants.gov regarding technical difficulties (see OJP Grant Application Resource Guide)

Receive email notification to complete application in JustGrants:
Proceed to complete application in JustGrants

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

Proposal Abstract

- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Timeline/Project Task Plan
- Documentation of Proposed Subrecipients (if any)
- Résumés of Key Personnel
- Work Product Examples

Budget and Associated Documentation:

- Indirect Cost Rate Agreement (if applicable) (see OJP Grant Application Resource Guide)

- Financial Management and System of Internal Controls Questionnaire (see OJP Grant Application Resource Guide)
- Disclosure of Process related to Executive Compensation (if applicable)

Additional Application Components

- Research and Evaluation Independence and Integrity (see OJP Grant Application Resource Guide)

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities (SF-LLL)](#) (see [OJP Grant Application Resource Guide](#))

- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))

- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))

- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

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

- Contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833–872–5175 regarding technical difficulties