

**U.S. Department of Justice**



The U.S. Department of Justice (DOJ) is seeking applications for funding to improve public safety and victim services in tribal communities. This solicitation provides federally recognized tribes and tribal consortia an opportunity to apply for funding to aid in developing a comprehensive and coordinated approach to public safety and victimization. The majority of DOJ's existing tribal government-specific programs are included in and available through this single Coordinated Tribal Assistance Solicitation.

U.S. Department of Justice

Coordinated Tribal Assistance Solicitation

Fiscal Year 2023 Competitive Grant Announcement

Purpose Area#	Assistance Listing Number
PA #1 Public Safety and Community Policing (COPS Office)	16.710
PA #2 Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS Office, OJJDP, OVC)	16.608
PA #3 Tribal Justice Systems Program (BJA)	16.608
PA #4 Tribal Justice System Infrastructure Program (BJA)	16.596
PA #6 Children's Justice Act Partnerships for Indian Communities (OVC)	16.583
PA #8 Juvenile Tribal Healing to Wellness Courts (OJJDP)	16.585
PA #9 Tribal Youth Program (OJJDP)	16.731

**Grants.gov Opportunity Number:** O-BJA-2023-171471

**Grants.gov Competition ID:** C-BJA-2023-171471

**Solicitation Release Date:** December 19, 2022 3:00 PM ET

**Grants.gov Deadline:** March 24, 2023 8:59 PM ET

**Application JustGrants Deadline:** March 28, 2023 8:59 PM ET

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**Overview**

The [U.S. Department of Justice](#) (DOJ) is seeking applications for funding to improve public safety and victim services in tribal communities. This solicitation provides federally recognized tribes and tribal consortia an opportunity to apply for funding to aid in developing a

comprehensive and coordinated approach to public safety. Many of DOJ's existing tribal government-specific programs are included in and available through this single Coordinated Tribal Assistance Solicitation.

**Eligible Applicants:**

Native American tribal governments (Federally recognized), Other

**Contact Information**

Name:	DOJ Response Center
Title:	DOJ Response Center
Phone:	800-421-6770
Email:	tribalgrants@usdoj.gov

**Agency Contact Description:**

**Technical assistance for submitting an application**

For technical assistance with submitting the **SF-424 and SF-LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at [Grants.gov customer support webpage](#), or by email at [support@grants.gov](mailto: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 JustGrants, contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday to Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

**Solicitation requirements programmatic and general assistance**

For programmatic and general assistance with the solicitation, contact the DOJ Response Center at 800-421-6770 or via email at [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The Response Center's hours of operation are Monday–Friday, 9:00 a.m. to 5:00 p.m. ET, except federal holidays.

Information regarding upcoming CTAS-related webinars and trainings is available at <https://www.justice.gov/tribal/training-and-technical-assistance>.

**Submission Information**

The application period for the FY 2023 CTAS begins **December 19, 2022**, and ends on **March 28, 2023, at 8:59 p.m. Eastern Time (ET)**.

Applications will be submitted to DOJ in a two-step process.

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** The applicant 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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](#) by the JustGrants application deadline, which is March 28, 2023, at 8:59 p.m. ET.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

**DOJ strongly recommends starting your SAM.gov registration process as soon as possible to allow the time necessary to process entity validations well in advance of the Grants.gov due date posted in the solicitation.**

If an applicant experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline, the applicant must email **both** the JustGrants Service Desk ([JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)) and the Response Center ([tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov)) **prior to the appropriate application deadline and follow the Late Submission process described in this solicitation.**

**IMPORTANT NOTICE: Each tribe, tribal consortium, or tribal designee may only submit one application.** A tribe may apply as part of a consortium and also submit its own independent application provided that the independent application is for funding of activities that are different from those activities for which the tribal consortium has applied.

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## **Program Description**

### **Overview**

CTAS combines many of the Department of Justice's (DOJ's) existing tribal government-specific competitive solicitations into a single solicitation requiring only one application from each tribe or tribal consortium. This approach reduces the number of applications required to access funding and provides federally recognized tribes, tribal consortia, and tribal designees the opportunity to develop a comprehensive approach to tribal justice, public safety, and victimization issues.

**Note: CTAS is not a program but a single solicitation to allow tribes to apply to seven separate grant programs from four grant-making offices.**

### **FY 2023 CTAS Changes from Solicitations Issued in Previous Years:**

- Text from the template is no longer included in the narrative's page limit.
- Purpose Area 9 awards can be used to serve youth up to age 21.
- Purpose Area 9 has three categories that tribes can apply for, including a two-year strategic planning award added in FY 2022. Please review information about each category carefully.
- Purpose Area 8 funding may be used to expand the treatment workforce for Juvenile Tribal Healing to Wellness Courts.

Each tribe or tribal consortium may submit only one CTAS application. This application can include proposals for project funding under one or more purpose areas (PAs). As such, multiple awards may be made in response to a single application.

The Department of Justice encourages tribes to review CTAS for potential opportunities to support priority initiatives including, but not limited to:

- Addressing missing or murdered Indigenous people.
- Implementation of the Violence Against Women Act of 2013 (VAWA 2013) and the Violence Against Women Act Reauthorization Act of 2022 special tribal criminal jurisdiction.
- Providing public safety in light of recent jurisdictional changes.
- Addressing the lack of law enforcement and core tribal justice services for remote tribes.

In addition to applying for FY 2023 CTAS funding, federally recognized tribes and tribal consortia are encouraged to submit separate applications to any other DOJ or federal grant program for which they may be eligible. For information on additional funding sources, visit [www.grants.gov](http://www.grants.gov), [the DOJ Program Plan](#), and the websites of individual federal agencies.

The four DOJ components offering tribal government-specific grants through CTAS are listed below. For more information, visit [www.justice.gov/tribal/](http://www.justice.gov/tribal/).

- Office of Community Oriented Policing Services (COPS Office)
- Office of Justice Programs, Bureau of Justice Assistance (BJA)
- Office of Justice Programs, Office for Victims of Crime (OVC)
- Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP)

#### **Statutory Authority**

Purpose Area#	Selected Statutory Authority
PA#1	Omnibus Crime Control and Safe Streets Act of 1968 as amended by the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.
PA#2	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2023.
PA#3	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2023.
PA#4	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2023.
PA#6	34 U.S.C. § 20101(g)
PA#8	34 U.S.C. §§ 10611–10619; additional authority may be provided by a full-year appropriations act for fiscal year 2023.
PA#9	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2023.

#### **Tribal Community & Justice Narrative Profile**

Applicants must use the Tribal and Community Justice Profile template provided at <https://www.justice.gov/tribal/open-solicitations>. The **Tribal and Community Justice Profile is required and must be uploaded directly into JustGrants as an attachment**.

This document allows tribes to describe their community strengths, resources, current justice system design and capacity, problems/challenges, and the need for federal assistance to address these issues. The Tribal Community and Justice Profile will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The need for funding as described in the Tribal Community and Justice Profile

This document is not to exceed 10 pages double-spaced. Note that questions in the template are not counted in the page limit.

#### **Specific Information**

##### **Purpose Areas**

The DOJ-specific competitive grant programs outlined in this CTAS are referred to as “purpose areas.” Applicants may apply for funding under one or more purpose area(s) that best address tribal concerns related to public safety, criminal and juvenile justice, domestic violence, child abuse, sexual assault, and other crimes. Below is a list of the seven purpose areas and their components. Note: In FY 2023, Purpose Areas 5 and 7 are not included in CTAS.

1. Public Safety and Community Policing (COPS Office)
2. Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS Office, OJJDP, OVC)
3. Tribal Justice Systems Program (BJA)
4. Tribal Justice System Infrastructure Program (BJA)
6. Children’s Justice Act Partnerships for Indian Communities (OVC)
8. Juvenile Tribal Healing to Wellness Courts (OJJDP)
9. Tribal Youth Program (OJJDP)

#### **Goals, Objectives, Deliverables, and Timeline**

Please see purpose area specific section for goals, objectives and deliverables for each purpose area.

#### **Evidence-Based Programs or Practices**

#### **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. For all FY 2023 solicitations, applicants should consider these priorities, and address them within their applications as applicable.

Executive Order 14074, *Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety* requires the Attorney General, through discretionary grantmaking and training and technical assistance, to encourage and support State, Tribal, local, and territorial governments and law enforcement agencies to adopt the policies, best practices, and guidelines addressed in the executive order, including, but not limited to: (i) investigating deaths in custody; (ii) recruiting and retaining diverse and service-oriented law enforcement professionals; (iii) collecting and reporting use of force and misconduct data; (iv) improving community and law enforcement dialogue; (v) responding to individuals in mental health crisis or with disabilities; (vi) the proper and responsible use of technology; (vii) restrictions on unannounced entries and certain restraints; (viii) addressing implicit bias; (ix) restricting the use of militarized equipment; (x) broader criminal justice reform; and, (xi) officer wellness and mental health.

As such guidance is developed in accordance with the executive order, and where the guidance is applicable to the specific solicitation, DOJ will identify specific opportunities for training and

technical assistance and priority consideration for applications that demonstrate or seek to support the policies of the Executive Order.

For the purposes of this solicitation, OJP and the Office of Community Oriented Policing Services (COPS Office) will provide priority consideration for the following items, for which DOJ has already issued policies, guidance, and/or best practices:

1. Participation in the collection and reporting to DOJ of data on law enforcement use of force and deaths in custody;
2. Participation in the collection and reporting to DOJ of data on officer suicides and officers killed and assaulted;
3. Restrictions on unannounced entries and neck/carotid restraints; and,
4. Restrictions on the possession and use of militarized equipment.

To receive this consideration, the applicant must describe how they currently support one or more of the identified policy areas or how the proposed project(s) will address one or more of the identified policy areas by responding to question 4 in the Tribal Community and Justice Profile template.

### **Federal Award Information**

#### **General Guidance for Federal Award**

#### **Solicitation Category**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-COPS-2023-00001-PROD	PA #1 Public Safety and Community Policing (COPS Office)	40	\$24,000,000.00	10/1/23 12:00 AM	60
C-BJA-2023-00001-PROD	PA #2 Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS Office, OJJDP, OVC)	10	\$1,500,000.00	10/1/23 12:00 AM	60
C-BJA-2023-00002-PROD	PA #3 Tribal Justice Systems Program (BJA)	33	\$20,600,000.00	10/1/23 12:00 AM	60
C-BJA-2023-00003-PROD	PA #4 Tribal Justice System Infrastructure Program (BJA)	6	\$9,000,000.00	10/1/23 12:00 AM	60
C-OVC-2023-00001-PROD	PA #6 Children's Justice Act Partnerships for Indian Communities (OVC)	6	\$3,000,000.00	10/1/23 12:00 AM	36
C-OJJDP-2023-00001-PROD	PA #8 Juvenile Tribal Healing to Wellness Courts (OJJDP)	5	\$2,000,000.00	10/1/23 12:00 AM	60
C-OJJDP-2023-00002-PROD	PA #9 Tribal Youth Program (OJJDP)	16	\$11,975,000.00	10/1/23 12:00 AM	60

#### Continuation Funding Intent

DOJ may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. In making decisions regarding continuation awards, DOJ will consider, among other factors, the availability of appropriations, when the program or project was last competed, DOJ's strategic priorities, and DOJ's assessment of both the management of the award and the progress of the work funded under the award.

**Availability of Funds**

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

**Funding Instrument Type**

Grant

**Award Type**

Initial

**Type of Award**

DOJ will make awards from this solicitation in the form of a grant.

All project start dates should be on or after October 1, 2023. DOJ has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award.

**Financial Management and System of Internal Controls****Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status) (Required for PAs 2, 3, 4, 6, 8, and 9)**

Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. Applicants applying to Purpose Area 1 only, should upload a Word document that states "not applicable."

**Eligibility Information**

Please review each purpose area section for any additional limitations on eligibility that may apply.

**Application and Submission Information**

The application elements are listed below. Items with \*\* (double asterisks) MUST be included in the application in order for it to receive consideration for funding.

The first item (a. Proposal Abstract) and item f. (Demographic Form for Purpose Area 1 applicants) must be typed into the web-based forms in JustGrants. All other items must be uploaded as attachments.

All required application documents (the Tribal Community and Justice Profile, Purpose Area Narrative for each purpose area you are applying for, Application Timeline, and the excel Budget Worksheet/Budget Narrative) **must be uploaded as attachments** within JustGrants. Applicants will be able to select a drop down/category to upload their documents. If you want

to place an attachment in a specific section, take the following steps:

For example, Proposal Narrative:

1. Navigate to the Proposal Narrative Section.
2. If this document was uploaded previously, revise the title of the document slightly, for example, include "final" or "rev1" (the character limit for a file name is 59 characters).
3. Click Upload.
4. Choose File.
5. Confirm the Category is the same as the Solicitation Section; for this Example, Proposal Narrative.
6. Click Attach.

In the event that you do not see the drop down/category for the required document, you can upload the required document in the "Other Attachments" category.

a. **Proposal Abstract for each Purpose Area Being Applied for**

A proposal abstract (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, **must be completed in the JustGrants web-based form**. Abstracts should not repeat the solicitation language but should be specific and clearly state the work proposed in the project. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made available to the public on the OJP and USASpending.gov websites if the project is awarded.

b. **Tribal Community and Justice Profile\*\* (20% of application score)**

Applicants must use the Tribal and Community Justice Profile template provided at <https://www.justice.gov/tribal/open-solicitations>. **The Tribal and Community Justice Profile is required and must be uploaded directly into JustGrants as an attachment.**

This document allows tribes to describe their community strengths, resources, current justice system, problems/challenges, and the need for federal assistance to address these issues. The Tribal Community and Justice Profile will be rated based on the following criteria:

- If and how the application fully responds to the requested information
- The need for funding as described in the Tribal Community and Justice Profile

This document cannot be more than 10 pages double-spaced. Questions included in the template are not counted in the page limit.

c. **Purpose Area Narrative(s)\*\*** (60% of application score)

Each purpose area has a separate narrative template with its own focus and requirements. Applicants must submit a **separate narrative for each purpose area** to which they are applying. Through a series of questions, the template for each purpose area covers the following topics:

- Project or program design and implementation
- Capabilities and competencies
- Evaluation efforts to measure impact, outcomes, and performance and data collection

Applicants should ensure the project goals described in their proposals are consistent with each purpose area's goals and activities.

The Purpose Area Narrative must be double-spaced and cannot be more than the 10-15 page limit. Questions included in the template are not counted in the page limit. Purpose Area Narrative templates can be found at <https://www.justice.gov/tribal/open-solicitations>.

**Each electronic file should be saved and uploaded to the application in JustGrants with a title that reflects what it contains as well as the applicant Tribe's name. For example, a file may be saved as "[Tribe]. Purpose Area1 Narrative.doc."**

The Purpose Area Narrative will be rated based on the following criteria:

- If and how the application fully responds to the requested information
- If and how the application explains the connection between the purpose area and the need(s) identified in the Tribal Community and Justice Profile

d. **Application Timeline(s)** (5% of application score)

The applicant is encouraged to use a single, detailed timeline for all purpose areas under which the applicant is requesting funding. The timeline should document the entire period of grant activities to include performance goals, project milestones and activities, and completion dates. It should describe who is responsible for each task and when each task is expected to be completed by year and then by month or quarter for the duration of the award. Use "Year 1," "Month 1," "Quarter 1," etc., not calendar dates. Grantees will be expected to update their timeline when changes to the

timeline occur during the award(s). The timeline template is located at <https://www.justice.gov/tribal/open-solicitations>.

The Project/Program Timeline submission will be rated on the following criteria:

- If the timeline is complete, and all activities can be reasonably completed within the award period, with the funding provided
- How well the proposed goals, objectives, and activities clearly tie into the program or project design

**e. Budget and Associated Documentation\*\* (15% of application score)**

**Budget Worksheet and Budget Narrative (excel spreadsheet)**

The Budget Worksheet should provide a detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Worksheet should present a complete itemization of all proposed costs. There should be a clear link between the activities proposed and the items included in the budget.

The Budget Narrative must clearly describe every category of expense listed in the Budget Worksheet. DOJ expects the proposed budgets to be complete, reasonable, and legal. The narrative must match the information and numbers provided in the Budget Worksheet. The narrative must also explain how all costs were estimated and how they are related to the completion of the proposed project. **The Budget Worksheet and Narrative are required and must be uploaded directly into JustGrants as an attachment.**

**f. Purpose Area 1 Demographic Questions (PA 1 applicants only)**

The PA 1 Demographic Questions are designed to capture the unique characteristics of each tribe in order to provide a detailed picture of each tribe's strengths and challenges. Each applicant applying for Purpose Area 1 should answer the questions completely. If the applicant is unable to answer all or some of the questions, an explanation for the missing information should be provided in the available space. The Demographic Questions should be answered within JustGrants.

**If you do not see the drop down/category for a required document, you can upload it in the "Other Attachments" category. DOJ recommends that uploaded files be clearly named to indicate the applicant tribe's name and the contents of the file to ensure that reviewers can easily locate application documents. For example, a file may be saved as "[Tribe]. Purpose Area1 Narrative.doc."**

**Standard Applicant Information (JustGrants 424 and General Agency Information)**

**How to Apply**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](http://JustGrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48 – 72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

DOJ encourages applicants to review the “How To Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

DOJ may not make a federal award to an applicant until the applicant has complied with all applicable SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

#### Late submissions

DOJ offers a process for CTAS applicants to provide advance notice to DOJ if submission of their application will be delayed due to unforeseen Grants.gov or JustGrants technical issues. **Applicants must provide notice via email or phone prior to the application deadlines.**

**If applicants do not provide advance notice to DOJ about an issue that may cause a delay in the application's submission, then the application will not be considered for funding.** If applicants follow the steps outlined below, late submission may be considered. An extension of deadlines is not guaranteed.

If you experience unforeseen technical issues beyond your control which prevent you from submitting your application by the deadline, **please immediately contact the JustGrants service desk** (email [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or call 833-872-5175) to **create a record of the issue before 8:59 p.m. ET**. You must also contact the Response Center at **800-421-6770 before the application deadline at 8:59 p.m. ET and email the CTAS excel Budget Worksheet/Budget Narrative, Tribal Justice and Community Profile document, the Timeline document, and the applicable Purpose Area(s) Narrative document(s) to [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov) by the 8:59 p.m. ET deadline**. Your email to the Response Center should include your Unique Entity Identifier (UEI) number and a JustGrants service desk ticket number(s). After DOJ reviews all of the information submitted as well as contacting the Grants.gov or JustGrants service desk to validate the technical issues you reported, DOJ will contact you to either approve or deny your emailed application. If the technical issues you reported cannot be validated, your application will be rejected. Any requests to submit applications due to technical issues after the 8:59 p.m. deadline will be rejected as untimely.

**Note: DOJ does not automatically approve requests to submit a late application.** After DOJ reviews the applicant's request and contacts the Grants.gov or JustGrants service desk to verify the reported technical issues, DOJ will inform the applicant whether the request to submit a late application has been approved or denied. If DOJ determines that the untimely application submission was due to the applicant's failure to follow all required procedures, DOJ will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Inability to register in SAM, Grants.gov, or JustGrants in sufficient time. (SAM registration and renewal can take as long as 3 weeks to complete.)
- Inability to follow Grants.gov or JustGrants instructions on how to register and apply.
- Inability to follow each instruction in the DOJ solicitation.
- Technical issues with the applicant's computer or information technology environment such as issues with firewalls.

#### **Extraordinary natural or manmade disasters**

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to 7 calendar days late by sending an email to [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. The email message must be sent by the 8:59 p.m. ET deadline or as soon as possible given the specific emergency.

#### **Proposal Abstract**

Purpose Area#	Proposal Abstract
PA#1	Note: Applicants must include a detailed project abstract for each purpose area under which they are requesting funding.
PA#2	Note: Applicants must include a detailed project abstract for each purpose area under which they are requesting funding.
PA#3	Note: Applicants must include a detailed project abstract for each purpose area under which they are requesting funding.
PA#4	Note: Applicants must include a detailed project abstract for each purpose area under which they are requesting funding.
PA#6	Note: Applicants must include a detailed project abstract for each purpose area under which they are requesting funding.
PA#8	Note: Applicants must include a detailed project abstract for each purpose area under which they are requesting funding.
PA#9	Note: Applicants must include a detailed project abstract for each purpose area under which they are requesting funding.

#### Data Requested with Application

Purpose Area#	Data Request
PA#1	Applicants will be required to respond to a series of survey questions. The PA 1 Demographic Questions are designed to capture the unique characteristics of each tribe in order to paint a more detailed picture of each tribe's strengths and challenges. Each applicant applying for Purpose Area 1 should answer the questions in their entirety. If the applicant is unable to answer all or some of them, an explanation for the missing information should be provided in the available space. The Demographic Questions should be answered within Just Grants.

#### Survey

##### PA#1

Selected Survey

CTAS Demographic Form FY23

Selected Question List

No items

#### Budget Worksheet and Budget Narrative (attachment)

The Budget Worksheet and Narrative are required and must be uploaded directly into JustGrants as an attachment.

#### PA #1 Public Safety and Community Policing (COPS Office)

#### Budget and Associated Documentation

## **Proposal Narrative**

### **Goals and objectives**

- To address the most serious tribal law enforcement needs.
- To increase the capacity of tribal law enforcement agencies through prevention strategies, improved criminal investigations (human trafficking, missing or murdered Indigenous persons), and crime control, including illegal drugs (methamphetamine, opioids).
- To implement or enhance community policing strategies.

Applicants will describe activities and funding needs, including strategic planning, hiring, travel, training, and equipment, in one application. Successful applicants may be awarded a Tribal Resources Grant Program–Hiring Grant (TRGP-Hiring), a Tribal Resources Grant Program–Equipment/Training Grant (TRGP-E/T), or both. Hiring Grants and Equipment/Training grants have different requirements and award periods of performance, as described below.

### **Applicants may apply for funding to cover the following costs:**

**Strategic planning:** Strategic planning activities related to community policing

#### **Hiring:**

**Sworn:** Funding can be requested for approved entry-level salaries and fringe benefits (including overtime) of newly hired or rehired full-time sworn career law enforcement officers, village public safety officers, village police officers, tribal police officers, and school resource officers. All newly hired, additional, or rehired officers (or an equal number of redeployed officers) funded under Purpose Area 1 must engage in community policing activities.

A sworn officer is defined as a full-time career law enforcement officer hired on a permanent basis and who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

Rehired officers include those who have been laid off by your jurisdiction (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions, and/or they are (at the time of application) currently scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions.

In the application and budget, your agency will specify which hiring categories it is requesting funding for: new hire, rehire previously laid off, or rehire scheduled for lay off. If, after receiving the award, your agency needs to change one or more of these categories, your agency must request a post-award modification and must receive prior approval before spending Purpose Area 1 hiring funding. To obtain information on modifying the hiring award, please contact the DOJ Office Response Center at 1-800-421-6770.

Applicants must budget for, and if awarded, complete background investigations and basic law enforcement officer training for all full-time career law enforcement officers funded by the grant. Background investigations should specifically comply with requirements established

by state statute, ordinance, or tribal requirements. In the absence of existing standards for hiring, the background check should include, as a minimum, criminal history checks, screening for domestic violence, sex offender registry, credit checks, resume validation, work history verification, and personal and professional references.

**School Resource Officer (SRO) Requirements:** Applicants may request funding for SRO positions. If awarded funding for an SRO position, the COPS Office requires a memorandum of understanding between the law enforcement agency and the school. In addition, the funded SRO must complete the Basic School Resource Officer Course conducted by The National Association of School Resource Officers (NASRO).

Please visit the Guiding Principles for School Resource Officer Programs document found on our COPS Office home page at [https://cops.usdoj.gov/pdf/2022ProgramDocs/chp\\_SRO\\_Guiding\\_Principles\\_Flyer.pdf](https://cops.usdoj.gov/pdf/2022ProgramDocs/chp_SRO_Guiding_Principles_Flyer.pdf). The Guiding Principles for School Resource Officer Programs and companion flyer are 12 recommendations for law enforcement agencies and communities to use as tools for the implementation of school-based policing and SRO programs. The principles in this document are offered to ensure that the presence of law enforcement in schools is beneficial to students by improving safety and contributing to a positive learning environment.

The COPS Office will pay the training fee directly to the provider and pay allowable travel costs (airfare, hotel, and per diem) up to \$1,000 per COPS Office-funded SRO.

**Civilian:** Salaries and fringe benefits for full-time methamphetamine and/or anti-opioid coordinators are allowable costs. These positions will be awarded under TRGP-E/T grants.

**Equipment:** Law enforcement equipment such as uniforms; bulletproof vests; body worn cameras standard issue equipment (handcuffs, ammunition carriers, flashlight, duty knife, conducted electrical weapon, etc.); appropriate police vehicles (as needed for law enforcement purposes to include anti-methamphetamine/opioid activities); technology such as computer hardware and software, mobile data terminals, radios, communication systems, and Murdered and Missing Indigenous Persons (MMIP) databases. Applicants that do not already have an information-gathering system compatible with the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) System are encouraged to request funds for National Incident-Based Reporting System (NIBRS)/UCR-compliant crime data systems. Applicants may also request hardware and software required to access national criminal justice related databases (e.g., National Crime Information Center).

**Training:** Law enforcement training such as basic training at a state academy or the Indian Police Academy in Artesia, New Mexico, as well as specialized police training, community policing training, crime reporting (e.g., NIBRS) training, and anti-methamphetamine, anti-opioid or human trafficking training.

Applicants must budget for, and if awarded, complete basic law enforcement training for all full-time career law enforcement officers funded by the grant. For Alaska hiring recipients, training such as the Basic Village Police Officer (VPO)/ Tribal Police Officer (TPO) Academy offered by Yuut Eltnaurviaat in Bethel, AK, is available on a regular basis.

Applicants must budget travel costs, including airfare, lodging, mileage, and per diem as training costs associated with the required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two

staff members who will be responsible for grant implementation at this 2-day meeting using Washington, D.C., as the location. Please see the GSA website for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Travel:** Applicants must budget airfare, lodging, and mileage reimbursement for meeting or training costs related to Purpose Area 1 activities, including costs associated with any DOJ-required training. Please determine costs based on your agency's travel policy and in absence of a policy, please follow the GSA website to determine travel costs. See the GSA website for information on the current fiscal year federal per diem rates that should be used in calculating lodging and per diem costs: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).

**Overtime:** Overtime for sworn officers engaging in community policing-related activities is an allowable cost; however, any overtime expenses requested for sworn officer positions must be listed in the "Other Costs" section of your application's budget. Overtime expenses must exceed the expenditures that your agency is obligated or funded to pay in its current budget. Overtime requests are limited as follows:

- Sworn force of fewer than 10: No more than \$25,000 total
- Sworn force of 10 to fewer than 20: No more than \$50,000 total
- Sworn force of 20+: No more than \$75,000 total

#### Type, amount, and length of awards (federal award information)

**Maximum award amount:** The maximum award amount for awards under Purpose Area 1 is based on the current number of sworn officers in your agency. The COPS Office will use the staffing numbers provided on the Demographic Questions (budgeted number of sworn officers) to determine the maximum size of the award. The budgeted number is the number of sworn officer positions funded in your agency's budget, including funded but frozen positions, as well as state, BIA, and or locally funded vacancies.

If your agency has:

- Fewer than 10 sworn officers: Maximum amount of \$600,000 (combined TRGP-Hiring and TRGP-E/T)
- 10 to 19 sworn officers: Maximum award amount of \$700,000 (combined TRGP-Hiring and TRGP-E/T)
- 20 or more sworn officers: Maximum award amount of \$900,000 (combined TRGP-Hiring and TRGP-E/T)

#### Award Period of Performance:

- TRGP-Hiring grants: 5-year implementation period. TRGP hiring grants cover the entry-level salary and approved benefits for full-time, awarded officer position(s) incurred during the 60 months following the grant award start date, unless an extension for additional time is granted. The position(s) must be filled for the entire 60-month period of performance of the grant. If the position(s) is vacated during the award period, the tribe must attempt to fill the position with another trained officer immediately. Each

awarded officer must be retained with state or local funds for a minimum of 12 months after federal funding ends.

- TRGP Equipment and Training grants, including civilian full-time anti-methamphetamine and or anti-opioid coordinator positions: 3-year (36-month) implementation period.

### **Specific requirements**

**CTAS New Grantee Orientation:** All applicants must budget for travel and accommodation costs for two staff members responsible for grant implementation, monitoring, and reporting to attend the required annual CTAS new grantee orientation (see “training” above”).

**Background Investigations:** Applicants must budget for, and if awarded, conduct background investigations on all full-time career law enforcement officers funded by the grant.

**Basic Law Enforcement Training:** Applicants must budget for, and if awarded, complete basic law enforcement training for all full-time career law enforcement officers funded by the grant.

**Retention:** Applicants requesting funding for hiring must plan to retain grant-hired career law enforcement officers and grant-hired school resource officers for 12 months after the expiration of the grant.

Failure to comply with the requirements and all COPS Office award requirements will result in legal sanctions, including suspension and termination of award funds, repayment of expended funds, ineligibility to receive additional COPS Office funding, and other remedies available by law.

### **Focus Areas:**

The COPS Office will provide additional consideration to applicants that identify missing or murdered indigenous persons (MMIP) and or human trafficking as a problem or challenge they are addressing in their Purpose Area 1 application. An applicant may request funding for efforts to address human trafficking and/or MMIP prevention or investigation such as training or officer salaries, including officers requested to be part of unresolved (cold) case MMIP task forces or teams.

To build your Purpose Area 1 Narrative, use the template located at <https://www.justice.gov/tribal/open-solicitations>.

### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)**

Applicants will download the questionnaire in JustGrants and submit it by uploading the

completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. Purpose Area 1 only applicants please upload a Word document and state non-applicable.

## **PA #2 Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS Office, OJJDP, OVC)**

### **Budget and Associated Documentation**

#### **Proposal Narrative**

#### **Overview**

The Comprehensive Tribal Justice Systems Strategic Planning Program is supported by the following four DOJ offices: BJA, COPS Office, OJJDP, and OVC. The program supports tribes seeking to develop strategic plans. Note that Purpose Area 2 grantees that submit approved strategic plans will receive priority consideration for CTAS funding to implement their strategic plans in whole, or in part, in a future fiscal year, or years, following submission of applications under purpose areas directly connected to the approved strategic plan. Priority consideration for CTAS funding will be granted one time per purpose area.

#### **Goals and objectives**

To engage in comprehensive, justice system strategic planning to improve tribal justice and safety, including improving services for victims of crime, improving community wellness, increasing the ability to prevent crime, and addressing violent crime. Activities can also include development of a Tribal Action Plan as outlined in the Tribal Law and Order Act in addition to a comprehensive strategic plan. This planning process will be guided and supported by a training and technical assistance (TTA) provider supplied by DOJ at no cost to the grantees.

The strategic plan should address improving public safety through community-oriented strategies that are victim-centered to address issues such as violent crimes, murder of Indigenous people, domestic violence, substance misuse/substance use disorder and overdose, drug-related crime, and/or human trafficking. The plan can address implementing strategies such as community courts, community prosecution, community corrections, and community policing. It should include any changes made to organizational policies or practices to adjust the activities of law enforcement to the [community policing philosophy](#) and support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. Including traditional and cultural practices into the planning process and overall strategic plan and restorative and problem-solving approaches that seek to understand and address the risk factors for future crime are welcomed.

#### **Applicants may apply for funding to include the following:**

**Strategic planning:** Develop a justice system strategic plan that identifies the applicant justice system's most important needs and outline a detailed, strength-based, victim-centered strategy that includes:

- Law enforcement
- Courts and traditional practices such as peacemaking
- Community corrections
- Alternatives to incarceration
- Collaborative strategies to address serious and violent crime
- Strategies to address substance misuse/substance use disorders, prevent overdose, and address crime related to substance and alcohol use disorders, including opioids and stimulants
- Programming for tribal jails
- Crime victims' rights and services for all victims of crime, including services to promote safety for victims of child abuse, domestic violence, dating violence, sexual assault, and stalking
- Addressing juvenile justice needs from prevention through reentry
- Community resources that support alternatives to incarceration and reentry into the community following incarceration (jail, prison, etc.)

**Enhance capacity to collect and analyze data:** Build ongoing capacity to better understand and define crime and tribal safety issues. By accessing accurate data related to the nature and extent of people who commit crimes and the offenses they commit, human trafficking, incidences of domestic violence, victim services, child abuse, and other crime issues (along with other tribal data), applicants can assess risk and distress in tribal nations. In addition, the planning process should build capacity to review data that will track the strategic plan's implementation and assess its outcomes.

**Personnel:** It is recommended to engage a full- or part-time (at least 75 percent full-time employee) project manager to facilitate the planning process and work with the Purpose Area 2-identified TTA provider to coordinate daily activities.

**Training and technical assistance:** DOJ will fund a TTA provider at **no cost** to grantees to assist in the strategic planning process. This includes extensive virtual, on-site, and office-based support for facilitating the strategic planning process, forming a strategic planning team, conducting a comprehensive needs assessment, identifying community strengths and resources, defining community challenges, developing strategies to strengthen the applicant's justice system and promote community wellness and safety, and completing the final written strategic plan to be submitted to DOJ. **Costs for outside TTA providers or outside organizations to create a strategic plan for the tribe will not be an allowable expense.**

**Equipment or Supplies:** No equipment should be budgeted in the "Equipment" line item of the Budget Detail Worksheet for this project. Costs of office equipment, computing devices, or information technology such as computers, fax machines, printers, scanners, and tools to support data collection and analysis should be included in the "Supplies" or "Other" category. See e.g., 2 C.F.R. 200.1 definitions ("Equipment," "Supplies," "General Purpose Equipment," "Computing Devices," "Information Technology Systems").

**Travel:** Applicants should budget for airfare, lodging, mileage, and per diem associated with regional and national meetings or strategic planning trainings, including costs associated with DOJ-required trainings.

Applicants must also budget travel costs, including airfare, lodging, mileage and per diem for

training costs associated with the required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA website for determining allowable per diem travel costs at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Other Costs:** To support the development of the strategic plan, costs related to the printing and distribution of the plan, community outreach, and data collection may be expensed. Funds may **not** be used for stipends, incentive items, food, or beverages.

To build your Purpose Area 2 Narrative, use the template located at <https://www.justice.gov/tribal/open-solicitations>.

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9). Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. Applicants applying to Purpose Area 1 only, should upload a Word document that states "not applicable."

#### **PA #3 Tribal Justice Systems Program (BJA)**

#### **Budget and Associated Documentation**

#### **Proposal Narrative**

#### **Goals and objectives**

BJA's Tribal Justice Systems Program supports tribal efforts to develop, support, and enhance adult tribal justice systems and prevent crime, including violent crime and crime related to opioid, alcohol, stimulant, and other substance use disorders. Service populations may also include juveniles, but entirely juvenile justice-focused projects should apply under OJJDP's Purpose Area 9. Purpose Area 3 funding supports a broad range of needs in the adult tribal justice system, from law enforcement to courts to corrections, and relates to the activity areas outlined below.

BJA encourages applicants to be strategic in requesting funding and focus on a limited number of key areas that will have the greatest impact, rather than seeking to expand many new programs.

#### **Applicants may apply for funding to include the following:**

**Tribal courts:** Plan new or enhance existing tribal courts. Support staffing of prosecutors, attorneys, advocates, probation and pretrial service officers, tribal court judges and other court staff, and clerical support staff, including indigent defense services. Support an effective response to jurisdictional changes resulting from Supreme Court and other court-related decisions. Support activities relating to implementation of the enhanced sentencing authority provisions of the Tribal Law and Order Act and the special criminal jurisdiction under the Violence Against Women Reauthorization Act of 2022, including Alaska pilot project-related activities, and/or address crimes related to missing or murdered Indigenous persons.

**Alternative justice courts:** Plan new or enhance existing peacemaking courts, healing to wellness courts, veterans treatment courts, sentencing circles, community courts, and other traditional or alternative justice courts. This can include access to medication-assisted treatment and recovery support services, including building peer recovery support expertise and services and efforts to support long term recovery, including overdose prevention.

**Risk and needs assessment:** Develop and integrate the use of risk and needs assessment tools into the tribal justice system decisionmaking process. To follow up on results, provide access to key social and behavioral health services, tracking and case management of services, and ongoing risk assessment reviews.

**Diversion and alternatives to incarceration:** Use decisionmaking models and programming to direct low risk persons from tribal justice involvement, including juveniles at high risk for involvement in the adult system, from prosecution or incarceration. This includes law enforcement, pretrial and prosecution diversion, community supervision, mental health and/or substance use treatment services, electronic alcohol and offender monitoring, recovery support services including job training and placement, housing assistance and education, and family, peer, and community supports.

**Prevention:** Prevent overdose and protect communities from crime related to alcohol and substance use disorders and production of illicit substances such as opioids, methamphetamine, and prescription drugs. Support culturally relevant and appropriate evidence-based substance use prevention programs (see <https://www.samhsa.gov/resource-search/ebp>). Enhance security by addressing issues such as lighting, surveillance equipment, and community emergency alert and telephone systems.

**Treatment and Recovery:** Integrate tribal, federal, state, and local services with culturally appropriate treatment and recovery services for individuals who are at risk of justice system involvement, diverted from the tribal justice system, or involved in the tribal justice system (including the incarcerated population), as well as reentering individuals and their families.

**Corrections (institutional and community):** Develop, implement, and enhance programming for tribal members incarcerated in tribal, federal, state, or local correctional facilities or under community supervision to reduce their risks for reoffending. Programming could include collaborations to address mental health and substance use treatment and recovery needs, including effective treatment such as cognitive behavioral therapy, education and vocational services, and other programming that will reduce the risk for recidivism.

**Reentry:** Develop, implement, and enhance culturally appropriate reentry programs. This can include providing treatment, aftercare, and other reentry support services to individuals reentering communities from tribal, local, state, and federal correctional facilities.

**Law enforcement:** Identify, apprehend, and prosecute individuals who illegally transport, distribute, and misuse substances in tribal communities (subject to existing legal authority). Support programming to improve officer safety and improve the delivery of law enforcement services related to opioid, stimulant, and other substance use disorder-related overdose and crimes in the tribal community. Develop strategies to enhance capacity to collect and analyze data in collaboration with federal, state, and local partners by using justice information strategies that complement the efforts of DOJ's Tribal Access Program.

**Equipment or Supplies:** Purchase office equipment, computing devices, or information technology such as computers, fax machines, printers, scanners, surveillance cameras, digital cameras, office furniture, courtroom furniture, computer networks, court management systems, electronic alcohol and monitoring devices for those under supervision, and related equipment or supplies. See e.g., 2 C.F.R. 200.1 definitions ("Equipment," "Supplies," "General Purpose Equipment," "Computing Devices," "Information Technology Systems").

**Strategic planning:** Develop tribal action plans (see <https://www.samhsa.gov/tribal-itac/training-technical-assistance/tap>) for alcohol and substance use disorder and related crime and tribal safety needs. Increase coordination with relevant nontribal agencies and organizations, and, at all levels of the tribe, engage in strategic planning efforts to address the needs of the tribe's justice system. Comprehensively address alcohol and substance use disorder-related crime. Engage in strategic planning to address specific tribal justice system areas such as courts or law enforcement. For justice system strategic planning, see Purpose Area 2.

**Training:** Budget for registration fees and lodging costs associated with training events related to Purpose Area 3 activities. Also budget for costs associated with obtaining expert knowledge to assist with the development or enhancement of the program such as culturally appropriate training, technical assistance, treatment, and information technology. In planning their training needs, applicants should note that training will be offered at no cost to them.

**Travel:** Applicants should budget for airfare, lodging, mileage, and per diem for training costs related to Purpose Area 3 activities, including costs associated with DOJ-required training. Applicants must budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with the required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA website for determining allowable per diem travel costs at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

To build your Purpose Area 3 Narrative, use the template located at <https://www.justice.gov/tribal/open-solicitations>.

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9). Applicants will download the

questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. Applicants applying to Purpose Area 1 only, should upload a Word document that states "not applicable."

#### **PA #4 Tribal Justice System Infrastructure Program (BJA)**

##### **Budget and Associated Documentation**

###### **Proposal Narrative**

###### **Goals and objectives**

The overall goal of BJA's Tribal Justice System Infrastructure Program (TJSIP) is to strengthen tribal justice system capacity by addressing physical infrastructure needs. TJSIP provides site-based funding to federally recognized tribes to renovate, expand, or replace existing tribal justice-related facilities or build new prefabricated or permanent modular tribal justice-related facilities. The facility types supported by this program include police departments, courts, detention centers, multipurpose justice centers (including police departments, courts, and/or corrections), transitional housing, correctional alternative or treatment facilities, and domestic violence shelters/safe homes/transitional living facilities/advocacy programs.

**Important note:** New construction projects are not allowable under this program. Applicants seeking to use grant funds for renovation, expansion, replacement, or completion of construction projects should describe any additional resources that may be leveraged to complete the projects. DOJ realizes that the maximum amount available under Purpose Area 4 may not be sufficient to complete projects of this nature without supplemental funding sources. Purpose Area 4 funding may be used to supplement other funding sources (e.g., federal, tribal) to complete these efforts. Should Purpose Area 4 funding not be sufficient to complete the entire project, applicants must detail the additional funding source(s) and provide documentation certifying that the funding has been secured.

###### **Applicants may apply for funding to include the following:**

**Renovation, expansion, or new prefabricated/permanent modular:** Renovate, expand, or replace existing single jurisdiction or regional tribal justice-related facilities or build new single jurisdiction or regional prefabricated or permanent modular facilities where there are no existing permanent structures available or sufficient to address staff/resident/detainee/inmate safety and security issues; add capacity for recidivism reduction programming; enhance facility service/function capacity; provide capacity, equipment, or infrastructure to support staff training, fitness, and wellness; and/or complement efforts to implement the enhanced authorities and provisions under the Tribal Law and Order Act and the Violence Against Women Reauthorization Act of 2013.

Temporary modular facilities are not allowable under Purpose Area 4. Temporary modular facilities are for short-term needs (e.g., natural disaster relief) and are not recommended for permanent applications.

**Other costs associated with renovation/expansion of a facility or the completion of existing construction projects** include roads, sewer and water hook-ups, land preparation, and other costs normally associated with construction site work; items associated with managing the planned construction or renovation process; construction materials necessary to construct or renovate facilities and associated infrastructure; furniture, surveillance

cameras, or other items affixed or integral to the facility; staff housing; or other costs associated with the completion of a renovation, expansion, or construction project funded through other, confirmed funding sources.

### **Specific requirements**

**Project Limitation:** Purpose Area 4 funding may be used to support projects located on tribal lands only. Funds cannot be used for state or local (i.e., county, city, or township) facilities. Please refer to the "Purpose Area 4 – Tribal Justice System Infrastructure" section of the CTAS FAQs for the definition of "tribal lands."

**Purpose Area 4 Narrative (Operations and Maintenance Assistance):** If applicants are requesting assistance from the Bureau of Indian Affairs (BIA), Indian Health Services, or another agency external to the tribe to meet facility operations and maintenance needs, applicants should describe the existing request(s) for staffing, operations, and maintenance of the proposed renovated or expanded facility.

Applicants should also provide the status of these requests. A tribe may submit, by authorizing resolution or other satisfactory evidence of legal authority, a commitment to fund the future staffing, maintenance, and operation of the renovated facilities in lieu of BIA or other agency funding support letters if the tribe chooses to be responsible for this ongoing cost.

**Purpose Area 4 Narrative (Regional Projects):** Applicants interested in pursuing regional projects that involve two or more tribes will be required to submit memoranda of understanding, letters of support, or other documentation that demonstrate the support from the other participating tribes.

Requests for funding to support regional projects will not be awarded without supporting documentation.

**Purpose Area 4 Narrative (Project Feasibility):** All applicants requesting funding for renovation or expansion projects will be required to indicate in the purpose area narrative whether the existing building proposed for improvements appears to be a workable structure for renovation and/or expansion with a design developed and approved by a qualified architect/engineer/contractor. If your tribe receives an award, the BJA TJSIP training and technical assistance provider will conduct a visual tour and surface inspection of the proposed facility to verify project feasibility. The purpose of this requirement is to make sure that grant funds used to renovate or expand the existing facility are justifiable. Award funds will be placed on hold until the BJA TJSIP TTA provider has completed the project feasibility verification process.

**Purpose Area 4 Narrative (Staffing Levels):** Applicants requesting funds for renovation or expansion of prefabricated or permanent modular projects must specify whether the tribe is going to maintain current staffing levels or require new staff as a result of the facility modification. In the event that additional staff members or other operational and maintenance funding will be needed as a result of the renovation or expansion, applicants must provide a staffing budget for the necessary operational staff and indicate how the new staff members will be funded as part of the facility operational plan. If funding for the new staff members is not in place at the time of application submission, the tribe must provide a tribal resolution or legal equivalent indicating the source of funding that will be used to support the new staff members and the time frame for when the tribe expects to have funding in place to support the new staff members. In instances where renovation or expansion projects will result in additional bed space for corrections or community-based facilities, applicants must provide data in their

applications that clearly substantiate the need for enhanced capacity.

**Purpose Area 4 Narrative (Planning Process):** Applicants must demonstrate that they have completed a planning process that supports the need for renovation or expansion funding under TJSIP. Applicants must certify the extent of planning completed and present all relevant documents related to the completed planning activities with their applications. Applicants that have completed a formal or structured justice system planning process, such as the BJA Planning Alternatives and Correctional Institutions for Indian Country or the National Institute of Corrections Planning of New Institutions process, should attach documentation such as a master plan or needs assessment to receive priority consideration for funding under TJSIP. If applicants are seeking to renovate, expand, or replace, they should describe the development of a plan that explores building options to ensure a cost-effective design and provide the status of any requests to other agencies regarding the staffing, maintenance, and operation of the facilities being planned or renovated.

**Travel Budget Requirement:** Applicants must budget for airfare, lodging, and mileage reimbursement for training costs related to purpose area activities, including costs associated with the DOJ-required training.

Applicants must also budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with the required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA website for determining allowable per diem travel costs at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**National Environmental Policy Act (NEPA) Requirement:** The National Environmental Policy Act (NEPA) of 1969 (Public Law No. 90-190; 42 U.S.C. § 4371, et seq.) established a national policy to promote the protection and enhancement of the environment. This policy was in response to growing concerns about the ecological balance and preservation of wildlife in the United States while meeting the demands of a growing population. Any BJA grantee with a project involving construction, expansion, renovation, facility planning, site selection, site preparation, and security or facility upgrades must be in compliance with the NEPA requirements during the initiation of the project as part of its planning, site selection, and site preparation. The BJA grantee must complete the NEPA process prior to actual construction, expansion, renovation, or remodeling (including security upgrades).

A categorical exclusion, a class of actions which either individually or cumulatively would not have a significant effect on the human environment and therefore would not require preparation of an environmental assessment or environmental impact statement under NEPA, may be available for some projects where the NEPA impact is minimal. An environmental assessment (EA) assesses the need for a project or proposed action, alternatives to the project/action, and the environmental impacts of the proposed and alternative project/action. If a grantee is required to conduct an EA, BJA will provide this service free of charge to the grantee. Applicants do not need to allocate funding for this process in their grant applications. For more information regarding NEPA, please visit <https://bja.ojp.gov/national-environmental-policy-act-nepa-guidance>.

**Buy America Requirements:** Pursuant to the Build America, Buy America Act (Pub. L. No. 117-58, §§ 70901-52), certain qualifying infrastructure projects may be subject to additional procurement requirements. Generally speaking, the types of projects ordinarily funded under this Purpose Area would not prompt these additional requirements. However, pursuant to OMB

M-22-11, should circumstances require, OJP intends to follow the consultation policies established through Executive Order 13175 prior to applying any such procurement requirements to a qualifying project funded under this Purpose Area.

**Project Insurance:** Construction and major renovation projects create unique insurance challenges, and property owners need to understand the obligations and responsibilities they assume when contracting with their preferred builders or contractors. It is best to consult with an experienced independent insurance agent to assess the scope of a construction project and determine which policy is best suited to protect the owner's interests. BJA will require proof of project insurance prior to releasing funds to commence the construction/renovation/expansion project.

**Authorization for Real Property Use:** Applicants must include documentation from the tribe's appropriate tribal governing body authorizing the use of tribal land or facilities for the purpose of renovation, expansion, or replacement. The documentation must specify the proposed facility(s) and/or area of land to be used for the project.

**Permanent Modular Facility Construction Minimum Requirements:** Considering the significant investment in these projects, BJA provides minimum requirements that permanent modular structures must meet to make sure that grantees plan for structurally sound permanent modular structures. Your quote/estimate should account for costs associated with the permanent minimum requirements. For more information on these requirements visit [Permanent Modular Facility Construction Minimum Requirements](#). In addition, applicants should identify the modular building code and zoning requirements that would apply to the proposed project, including any applicable tribal, local, county, or state requirements, and make sure that the building site allows modular construction in accordance with those specific applicable codes and zoning requirements.

**Lease Agreements:** If the grantee chooses to enter into a lease agreement once the project is complete, the grantee must make sure that the federal interest(s) described in 2 C.F.R. 200.311 (Real property) are protected by the lease terms. These terms must make sure that the building will be used for the originally authorized purpose as long as needed by the grantee for that purpose, during which time the grantee must not dispose of or encumber its title or other interests. The terms also must protect the federal interest upon disposition of the property (i.e., disposition if the building is no longer needed by the grantee for an authorized purpose) by preserving the reasonable depreciated value of the building in order to compensate the federal awarding agency, or otherwise preserve title to the building to be able to transfer title to the federal awarding agency. When real property is no longer needed for the originally authorized purpose, the nonfederal entity must obtain disposition instructions from the federal awarding agency or pass-through entity. The instructions must provide for one of the following alternatives to ensure that the federal interest is protected under [2 C.F.R. 200.311](#): (1) retain title after compensating the federal awarding agency; (2) sell the property and compensate the federal awarding agency; or (3) transfer title to the federal awarding agency or to a third party designate that is approved by the federal awarding agency.

**Real Property Requirement:** In accordance with DOJ real property standards (2 C.F.R. §200.311), BJA will continue to monitor facility usage and capacity levels once the grant ends. BJA and OJP retain a financial interest in funding the acquisition or improvement of real property because interest accrues on improvements to land or buildings such as construction or renovation. This extends solely to property use. So that the intent of the funding statute or authority is met throughout the useful life of a facility, even after a grant closes, BJA will require the grantee to submit regular reports on the status of the real property in which OJP/BJA retain an interest. If a grantee ceases to need a grant-funded facility for the originally authorized purpose during its useful

life, the grantee is obligated to request property disposition instructions from OJP/BJA, pursuant to 2 C.F.R. §200.311 (c). In order to protect OJP's interest, 2 C.F.R. § 200.330 requires the grantee to report on the real property acquired or real-property improvements made under the award for as long as OJP's interest therein is retained. In keeping with the requirements set forth in the regulation, OJP must require a grantee to submit reports at least annually on the status of real property in which the federal government retains an interest, unless the federal interest in the real property extends 15 years or longer. For more information about OJP's real property reporting requirements, please visit [Real Property Reporting | Bureau of Justice Assistance \(ojp.gov\)](#).

**Single Jurisdiction (one tribe) Facility Award Amount:** The requested award amount must not exceed \$1,400,000.

**Regional (two or more tribes) Facility Award Amounts:** Regional facility award amounts are based on the population sizes of tribes that will be served as a result of the project. The requirements are as follows: 50–10,000: up to \$2,800,000; 10,001–50,000: up to \$4,200,000; 50,001 or more: up to \$5,600,000. In the application's purpose area narrative, please provide the population number of the tribal jurisdiction to be served.

**Grant Project Period:** Program planning should include a determination of the period of performance, not to exceed 60 months, necessary to complete the renovation, expansion, or replacement project without a no-cost grant extension.

To build your Purpose Area 4 Narrative, use the provided template located at <https://www.justice.gov/tribal/open-solicitations>.

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9). Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. Applicants applying to Purpose Area 1 only, should upload a Word document that states "not applicable."

#### **PA #6 Children's Justice Act Partnerships for Indian Communities (OVC)**

##### **Budget and Associated Documentation**

##### **Proposal Narrative**

##### **Goals and Objectives**

The goal of the CTAS Purpose Area 6, Children's Justice Act Partnerships for Indian Communities (CJA) program is to provide funding to help American Indian and Alaska Native communities develop, establish, and operate programs designed to improve the investigation, prosecution, and handling of cases of criminal child abuse and neglect (particularly child sexual abuse cases) in a

manner which lessens trauma for child victims. The statutory authority for the CJA program is the Children's Justice Act, 34 U.S.C. § 20101(g).

Projects funded under this purpose area will improve (a) the handling of child abuse cases, particularly cases of child sexual abuse, in a manner which limits additional trauma to the child victim; and (b) the investigation and prosecution of cases of child abuse, particularly child sexual abuse. Project activities should focus on trauma-informed, multidisciplinary approaches to the investigation, prosecution, and management of cases by improving coordination among tribal, state, and federal professionals.

The objectives of Purpose Area 6 are to:

- Provide emergency and crisis intervention services to aid child abuse victims and their family members in recovering from abuse and neglect. For purposes of the CJA program, "family members" refers to (1) members of the abused or neglected child's family or individuals acting as the child's legal guardian or caregiver; (2) individuals who are providing care and support to the child; and (3) individuals who are NOT the accused or actual perpetrators of the abuse/victimization for which the child is receiving services.
- Provide support services to child abuse victims and their non-offending family members. Such support services might include, for example:
  - Establishing or supporting child advocacy centers to provide a neutral and child-friendly area for trained professionals to conduct forensic interviews.
  - Providing victims of child sexual abuse with access to sexual assault forensic medical exams performed by medical professionals with specialized training in conducting pediatric exams.
  - Providing advocates to accompany the child victim to court to provide emotional support.
  - Preparing child victims to participate in the judicial process by using developmentally appropriate language and resources.
  - Assisting with victim impact statements.
  - Implementing appropriate practices within the court setting to lessen the trauma for child victims testifying in the presence of the accused.
  - Ensuring that child victims and their family members receive access to victim assistance, medical, mental health, and social services from the initial report through the judicial process and beyond.
  - Providing trauma-focused counseling for child victims, families, secondary victims (such as siblings or grandparents), and groups of victims, as appropriate.
- Support strategies for investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim; for example:
  - Creating a multidisciplinary team to work on child abuse cases.
  - Using a multidisciplinary team approach to forensic interviewing of child victims.

- Dedicating specific police investigators and/or prosecutors for child abuse cases, particularly child sexual abuse cases.

### **Required deliverables**

Grantees under this purpose area will be required to submit quarterly performance measures data and semi-annual reports detailing project activities, outcomes, and challenges.

For grantees proposing to establish a **new** child advocacy center or new programs for serving victims of child abuse and neglect, deliverables will include:

- A written plan for conducting a community needs assessment
- A written strategic plan outlining steps to establish and sustain the new program

### **Applicants may apply for funding to include the following:**

**Personnel/Staffing:** Funding may support the salary and fringe benefits for personnel involved in investigation, prosecution, and victim services focused on cases of criminal child abuse and neglect. Staffing may include dedicated prosecutors, law enforcement investigators, child protection services personnel, forensic interviewers, case managers, clinical mental health professionals, pediatric sexual assault nurse examiners (SANEs), and other victim assistance and allied professionals.

**Victim assistance:** Services must be linked to the child's victimization. Victim assistance may include developmentally appropriate, trauma-informed, culturally relevant counseling for primary victims and secondary victims (such as siblings or grandparents), family therapy, group therapy, assistance for emergency/short-term needs, and case management services. For further examples, refer to the [allowable cost chart](#).

**Coordination/outreach:** Funding may support multidisciplinary team meetings, community forums, and the development, production, and distribution of awareness materials such as public service announcements, posters, brochures, fact sheets, etc. designed to increase the public's awareness and understanding of child abuse and neglect and the availability of grant-funded services.

**Development of policies/procedures/protocols:** Funding may support the development and distribution of written response protocols, policies, and standard operating procedures manuals that promote trauma-informed approaches to providing services to victims of child abuse and neglect and their family members. Funds may also be used to develop or update tribal codes related to defining or expanding victims' rights and crimes against children.

**Cultural and traditional practices:** Funding may support the inclusion of cultural and traditional practices in proposed activities—e.g., smudging, sweat lodges, or other traditional healing ceremonies—for victims of child abuse and neglect and their family members.

**Expanding services:** Funding may support expanding existing victim service programming to provide more comprehensive services to child victims and their families. Funds may also be used to support outreach and education activities that educate the community about child abuse and neglect and how to access the services that are available.

**Travel:** Funding may support airfare, lodging, per diem, and other allowable incidental costs for meetings or trainings related to purpose area activities, including costs associated with

mandatory travel for at least two appropriate staff to attend DOJ-required trainings (i.e., one CTAS grantee orientation, one OVC mandatory training, and the biennial OVC- sponsored National Indian Nations Conference) using Washington, D.C., as the destination location. Please see the GSA website for determining allowable per diem travel costs at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Training:** Funding may be used for costs associated with developing and conducting local in-service trainings relevant to the investigation and prosecution of criminal child abuse and neglect cases. Funding may also be used to send grant-funded personnel and other staff who work closely with the program to training events that address the handling, investigation, and prosecution of child abuse and neglect cases.

**Equipment:** Funding may be used for equipment and technology expenses that meet the equipment cost threshold. Equipment is defined as an item having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more. Examples might include program vehicles, forensic interviewing recording equipment, and medical equipment for a pediatric SANE program.

**Supplies:** Costs may include supplies such as items to support play therapy, digital cameras, rape kits, office furniture, consumable office supplies, printers and scanners, etc.

**Procurement contracts and consultants:** Funding can be used for contracted services or consultants to carry out program activities to include but are not limited to telemedicine/telemental health access, cell phone service, or leasing a vehicle, photocopier, or other equipment essential to the operation of the project. The consultant rate should be consistent with OJP's maximum limit of \$650 per day or \$81.25 per hour.

**Other costs:** Funds can be used to support other program expenses as necessary to fulfill the project's goals and objectives related to child victimization; for example, short-term emergency assistance, facility and equipment, maintenance fees, conference registration fees, etc.

**Note: Costs associated with programs focused solely on prevention activities are not allowable.**

#### **Specific requirements**

**Eligibility:** For Purpose Area 6 Children's Justice Act Partnerships for Indian Communities, federally recognized Indian tribes, as defined in the CJA's 25 U.S.C. § 5304(e), are eligible to apply. Additionally, an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply.

In addition, under this purpose area, FY 2021 and FY 2022 Purpose Area 6 CJA program grantees are not eligible to apply for the FY 2023 Purpose Area 6 CJA program.

**Budget:** The proposed budget should not exceed \$450,000 for a 36-month project period and must be consistent with activities described in the purpose area narrative.

Travel budget requirement: Applicants must budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with a required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members responsible for grant program implementation, monitoring, and

reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA website for determining allowable per diem travel costs at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Training and Technical Assistance Activities:** Upon award, OVC will provide access to free training and technical assistance (TTA) to assist with developing and implementing grant-funded projects. This may include professional development training, specific training for project staff and staff members from collaborating partner agencies and organizations or other experts on how to serve victims of child abuse and neglect, assistance with establishing mechanisms to capture the required performance measurement data, development of project deliverables, or other TTA needs that may be identified. OVC expects all awardees to actively participate in activities and services offered through OVC and to use the OVC-designated TTA providers as their primary training and technical assistance resource.

**Award Information:** OVC expects to make any award under this purpose area in the form of a grant. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

The funds for this program are authorized by the Victims of Crime Act (VOCA) of 1984. VOCA states that the funds are available for grantees to use during the federal fiscal year that the award was made, plus three additional federal fiscal years (e.g., VOCA funds awarded in FY 2023 are available for use through the end of FY 2026).

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9). Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. Applicants applying to Purpose Area 1 only, should upload a Word document that states "not applicable."

#### **PA #8 Juvenile Tribal Healing to Wellness Courts (OJJDP)**

#### **Budget and Associated Documentation**

#### **Proposal Narrative**

#### **Purpose**

The purpose of this grant program is to support tribes seeking to establish a Juvenile Tribal Healing to Wellness Court or to enhance an existing Juvenile Tribal Healing to Wellness Court. Enhancements to existing Juvenile Tribal Healing to Wellness Courts can focus on court operations and/or the implementation of programs and the delivery of services. All grant recipients

will be required to work with their OJJDP grant manager and OJJDP's training and technical assistance provider to work through key objectives and deliverables over the course of the 5-year award period.

### **Overview of Juvenile Tribal Healing to Wellness Courts**

Juvenile Tribal Healing to Wellness Courts are special courts, like drug courts, that combine judicial supervision, substance use treatment, case management, drug testing, and graduated incentives and sanctions to help individuals with substance use disorders achieve sustained recovery and avoid reoffending. Juvenile Tribal Healing to Wellness Courts use a team approach that includes the judge, attorneys, probation, law enforcement, treatment providers, educational and vocational services, and other partners. In addition, Juvenile Tribal Healing to Wellness Court teams can incorporate tribal elders, traditional healers, and other culturally appropriate resources to promote participants' healing and reintegration into the tribal community. The 10 Key Components of a Healing to Wellness Court can be found at <http://www.wellnesscourts.org/tribal-key-components/index.cfm>.

### **Goals and Objectives**

- Conduct a community strengths and needs assessment to help define the need for a Juvenile Tribal Healing to Wellness Court or enhance an existing Juvenile Tribal Healing to Wellness Court; identify existing resources and partners that can support the establishment of the court or the proposed enhancement(s); and identify resource gaps and other areas of need that should be addressed during the planning and implementation of the court.
- Obtain support from tribal council, tribal court judges, prosecutor's office, defense counsel, probation, law enforcement, treatment providers, schools, vocational programs, other service providers, tribal elders, tribal community members, and others, as appropriate.
- Develop or enhance Juvenile Tribal Healing to Wellness Court policies and procedures, which should address who can use the court, eligibility criteria, screening and assessment procedures and tools, phased treatment, supportive services, compliance monitoring, and graduated sanctions and incentives.
- Hire staff for the Juvenile Tribal Healing to Wellness Court team.
- Participate in TTA activities as directed by OJJDP. Activities may include training and technical support implemented through a guided strategic planning framework and use of the [Tribal Healing to Wellness 10 Key Components](#).  
**Please note that OJJDP has a TTA provider to support this program. Grantees should not propose to use grant funds to hire consultants for this purpose.**
- Complete or update a Juvenile Tribal Healing to Wellness Court policies and procedures manual.
- Develop or enhance written bench books, screening and assessment tools, participant contracts, participant handbooks, and any other resources needed to implement the Juvenile Tribal Healing to Wellness Court.
- Develop a strategic plan for implementation, following the outlined goals, objectives, action steps, and timeline.

- Develop a written data collection protocol describing how the data outlined in the strategic plan will be collected, stored, and analyzed to measure project success and make any needed adjustments to the project design.
- Develop and implement an appropriate data collection system (or an existing system) to support the project.
- Collect data pursuant to the performance measures outlined in the strategic plan.
- Screen court-involved juveniles and young adults under age 21 for eligibility.
- Conduct a process evaluation with assistance from the OJJDP-designated TTA provider.

#### **Applicants may apply for funding to include the following**

**Staffing:** Salary and fringe benefits for positions to support the design and implementation of the program and oversee staff that provide direct assistance to youth participants.

**Expand Treatment Workforce:** Implementation of workforce development to increase substance use and mental health providers as well as peer recovery supports. This can include building the expertise of Juvenile Probation Counselors in substance use and mental health.

**Equipment and supplies:** To support program implementation, acquisition of computer hardware and software for internet access and email capability, cell phones, telephones, pagers, printers, fax machines, and copiers; and office and other necessary supplies, including postage.

**Training:** Off-site specific training for identified program staff to improve or develop skills in the areas related to operating a Juvenile Tribal Healing to Wellness Court. **Note:** While funds may be allocated for program staff to attend training, all grant recipients will receive virtual, on-site, and cluster trainings from the OJJDP-selected training provider. Funds are **not** allowed for additional consultants.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to program activities, including costs associated with DOJ-required training (see "Specific requirements" in the following section).

**Court Operations and Services:** Administrative, management, and operational activities that support the court and treatment and services for youth.

#### **Specific requirements**

**Important note:** Federally recognized tribes that are seeking to establish a Juvenile Tribal Healing to Wellness Court or enhance an existing Juvenile Tribal Healing to Wellness Court are eligible to apply.

**Match Waiver:** The match required at 34 U.S.C. 10616 is waived for grantees under Purpose Area 8. See 34 U.S.C. 10616(a). Applicants are not required to submit a match waiver request. Any match amount proposed by an applicant and incorporated into an approved budget will be treated as a voluntary match and becomes mandatory and subject to audit.

**Limitation on violent offender participation:** Per 34 U.S.C. 10612, any drug treatment court that receives funds under this program may not permit participation by violent offenders.

For the purposes of this solicitation, the term “violent offender” includes a juvenile who has been convicted of or adjudicated delinquent for a felony-level offense that (1) has as an element the use, attempted use, or threatened use of physical force against the person or property of another, (2) the possession or use of a firearm, or (3) by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. See 34 U.S.C. 10613. Funding will be immediately suspended if DOJ determines that violent offenders are participating in any program funded under this solicitation.

**Technical assistance:** A TTA provider has already been identified by OJJDP to support Purpose Area 8 grantees. Applicants should **not** include requests for funding to support onsite consultants as this will be managed by the existing TTA provider.

**Establishing a Juvenile Tribal Healing to Wellness Court:** Funding will support a planning period not to exceed 12 months and will focus on educating the Juvenile Tribal Healing to Wellness team about the components of a Healing to Wellness Court and develop a program that integrates court and treatment functions. OJJDP expects the court to be operational and providing services at the conclusion of the planning period. To be clear, enhancement grant recipients are expected to review and revise their current approved strategic plan to incorporate the next 5 years.

**Travel:** Applicants should budget for attendance at the following Purpose Area 8-specific OJJDP trainings:

1. One 2-day Healing to Wellness Court Enhancement Training for up to four people (for budgeting purposes, please use Palm Springs, CA, as the location of this meeting)
2. Two Purpose Area 8-specific training events for two people (for budgeting purposes, please use Washington, D.C., as the location for these 2-day meetings)

Applicants must budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with the required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Determine costs based on your entity's travel policy. In absence of a policy, please follow the GSA website for determining allowable per diem travel costs at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Other:** Recipients of grant funds will be required to participate in one Purpose Area 8-specific, web-based new grantee orientation.

**Performance measurement:** In addition to collecting the appropriate project-specific data, grantees will be required to submit performance measurement data to OJJDP. See <https://ojjdp.ojp.gov/funding/grant-performance-measurement/overview>.

To build your Purpose Area 8 Narrative, use the provided template located at <https://www.justice.gov/tribal/open-solicitations>.

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9). Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. Applicants applying to Purpose Area 1 only, should upload a Word document that states "not applicable."

**PA #9 Tribal Youth Program (OJJDP)**

**Budget and Associated Documentation**

**Proposal Narrative**

**Purpose**

OJJDP's Tribal Youth Program (TYP) seeks to support and enhance tribal efforts to prevent and reduce juvenile delinquency and strengthen a fair and beneficial juvenile justice system response for American Indian and Alaska Native youth. OJJDP understands that tribal nations have widely varying circumstances, strengths, and needs that may challenge their ability to prevent juvenile delinquency or to intervene and treat tribal youth when necessary. The funding in this purpose area enables tribes to develop, expand, or strengthen approaches along the juvenile justice continuum that can range from prevention to intervention and treatment. This program helps tribes develop effective and equitable juvenile justice systems that create safer communities and empower youth to lead productive lives.

OJJDP recommends applicants ensure proposals for TYP funding are created with broad, tribal-wide planning efforts and with community support, which will be critically important in sustaining efforts beyond the award period. This may include the substantive involvement of key stakeholders such as tribal youth, elders, and tribal leaders as well as service providers, law enforcement, child welfare, court and probation officials, and schools, as appropriate and applicable to the proposed program design.

**Note:** The population of youth served under this award must be under the age of 21 at the time of entering the Tribal Youth Program.

**Goals and Objectives**

Applicants may choose to address any of the following eligible activities and should choose from the following three categories. Please review these categories and eligibility carefully.

Seeding Change Planning Grant (Category 1)

This category will support a dedicated planning period for tribes to develop strategies to improve and/or enhance tribal juvenile justice systems that include prevention, intervention, and treatment programs and services for youth. This grant is intended for tribes that are new to receiving OJJDP funding for Purpose Area 9; therefore, tribes that have an active TYP Purpose Area 9 award at the time of application are not eligible to apply for this grant award.

Cultivating Change Implementation Grant (Category 2)

This category will support the implementation of a new Tribal Youth Program for tribes that are seeking funding to support programs, services, and/or system improvements. This grant is intended for tribes that have a plan to implement a Tribal Youth Program and do not have an OJJDP Purpose Area 9 award at the time of application. Tribes with an active OJJDP Purpose Area 9 award are not eligible for this award. Tribes that have a Purpose Area 9 award with an end date in 2023 that are interested in applying for additional funding for their program should apply for an award in Category 3.

#### Harvesting Change Enhancement/Expansion Grant (Category 3)

This category is to continue, expand, or enhance a current OJJDP-funded Tribal Youth Program. The only tribes that are eligible to apply for this category are:

- Tribes that have an OJJDPfunded Purpose Area 9 award with a project period end date that occurs in 2023.
- Tribes that had an OJJDPfunded Purpose Area 9 award that ended in 2022 that did not apply for or receive a TYP award in FY 2022.

OJJDP recognizes that the opportunity to develop and implement tribal best practices, Indigenous practices that have longevity within tribal communities, and/or traditional healing methods to support tribal youth exist throughout the juvenile justice system. These approaches may be proposed as prevention, intervention, or treatment strategies and may be proposed alone or in combination with other approaches such as those listed below.

OJJDP also recognizes that many tribes are impacted by state and local juvenile justice efforts and endeavor to ensure that their youth receive effective and culturally sensitive services. Proposals that include efforts to develop or strengthen state–tribal partnerships can be incorporated at any point along the juvenile justice continuum as a component of a tribal youth program.

#### **Prevention**

- **Prevention services to impact risk factors for delinquency and promote protective factors.** This may include mentoring, youth development, anti-gang education, truancy and school dropout prevention programs, after-school programs, and anti-bullying and parenting education programs.
- **Prevention, intervention, and treatment for children exposed to violence.** This includes development and implementation of trauma-informed practices in programs and services that address child abuse and neglect and the effects and issues of childhood trauma or exposure to violence. Applicants should familiarize themselves with the DOJ report on [American Indian/Alaska Native Children Exposed to Violence](#).

#### **Intervention**

- **Interventions for court-involved tribal youth.** This may include therapeutic services, mentoring, graduated sanctions, restitution, diversion, home detention, foster and shelter care, and other alternatives to detention.

- **Intervention and treatment services for children exposed to sex trafficking.** This may include the development of or implementation of programs and services for children who are victims of sex trafficking. Please see the OJJDP Commercial Sexual Exploitation of Children/Sex Trafficking Literature Review at <https://www.ojjdp.gov/mpg/litreviews/CSECSexTrafficking.pdf>.

#### Treatment

- **Treatment services for at-risk and high-risk youth.** This may include alcohol and substance use treatment and prevention programs, mental health treatment (counseling, referral, and placement), and development of comprehensive screening tools, crisis intervention, intake assessments, treatment team planning, and therapeutic services for co-occurring mental health and substance use disorders.
- **Services for youth in detention or out-of-home placement.** This may include green or sustainable tribal traditions, risk and needs assessments, educational and vocational programming, mental health and substance use treatment and recovery services, family strengthening, recreational activities, and aftercare and reentry services to help successfully reintegrate the youth into the tribal community.

#### Effective Use of Data

- **Improvement on or establishment of data collection systems.** This may include efforts to create or improve abilities to track youth in detention, placement, or community-based programs with the goal of improving understanding of and responses to youth and community needs.

#### Applicants may apply for funding to include the following

**Staffing:** Salary and fringe benefits for positions to support implementation of the program and other costs for professional support services and for evaluation.

**Equipment and supplies:** To support program implementation, acquisition of computer hardware and software for internet access and email capability, cell phones, telephones, printers, copiers, and office and other necessary supplies, including postage.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to program activities, including costs associated with the DOJ-required training (see "Specific requirements" in the following section).

**Programs and Services:** Prevention and intervention programs, services, and strategies that support youth, families, and the tribal juvenile justice system.

#### Specific requirements

**Important note:** Carefully review the eligibility requirements above for the three grant award categories.

**Technical assistance:** A training and technical assistance provider has already been identified by OJJDP to support Purpose Area 9 grantees at no cost to the grantees. Applicants should **not** include requests for funding to support onsite training consultants as this will be managed by the existing TTA provider.

**Travel:** Applicants must budget travel costs for attendance at three Purpose Area 9-specific training events for two people for 3 days (for budgeting purposes, please use Washington, D.C., as the location for these meetings).

In addition, applicants must also budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with the required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Determine costs based on your entity's travel policy. In absence of a policy, please follow the GSA website for determining allowable per diem travel costs at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Other:** OJJDP requires all newly awarded grantees to attend a mandatory online orientation meeting via webinar during the first year of the project. OJJDP also requires grantees to attend the biennial Tribal Youth National Conferences that occur during their project period.

In addition, in the first year of the project, OJJDP will provide all newly funded grantees with intensive training and technical assistance to help them develop or update a comprehensive strategic plan and the capacity to collect and utilize performance management and program evaluation data.

**Performance measurement:** In addition to collecting the appropriate project-specific data, grantees will be required to submit performance measurement data to OJJDP. See the following link for more information

<https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-tribal-youth-program.pdf>.

To build your Purpose Area 9 narrative, use the template located at <https://www.justice.gov/tribal/open-solicitations>.

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9). Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. Applicants applying to Purpose Area 1 only, should upload a Word document that states "not applicable."

#### **Additional Application Components**

#### **Applicant Disclosure of High-Risk Status for any Applicant Requesting Funding under**

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## **CTAS.**

If applicable, applicants will submit their status as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that has not demonstrated responsible use of funding in the past.

### **Other attachments may include the following:**

- Letters of support
- Résumés of key personnel
- Job descriptions for requested positions
- Memoranda of understanding or other documentation of collaboration with any proposed partners
- Letter of nonsupplanting
- Confidentiality policies and procedures
- Tribal authority to apply documentation

## **Templates**

If an applicant exceeds the page limits stated above for the Tribal Community and Justice Profile or the Purpose Area Narrative(s), this may be considered in peer review and final award decisions.

DOJ recommends that uploaded files be clearly named to indicate the applicant tribe's name and the file contents to ensure that reviewers can easily locate application documents. For example, a file may be saved as "[Tribe]. Purpose Area1 Narrative.doc."

All other attachments—such as letters of support, résumés, and job descriptions for unfilled positions—should use descriptive file names and should identify the specific purpose area in the attachment(s).

The applicant may enter as much or as little text as needed for each question in the Purpose Area Narrative template as long as the total length of the entire Purpose Area Narrative does not exceed the limit for each purpose area. Note that questions in the template are not counted in the page limit. (See each Purpose Area Narrative template for specific limits.)

Applicants are to double space and use a 12-point font size. (See Purpose Area Narrative templates for additional guidance.)

For all supporting documents pertaining to the Coordinated Tribal Assistance Solicitation, visit <https://www.justice.gov/tribal/open-solicitations>

## **Tribal Authorizing Resolution**

### **Tribal Authority to Apply for Grants under CTAS**

For FY 2023 CTAS, only tribal consortia applying on behalf of multiple tribes or designees applying on behalf of a tribe, where allowable, will be asked to submit documentation that describes their legal authority to apply for funds under CTAS on behalf of the designating tribe(s).

Regarding a **tribal consortium** application, the applicant must submit documentation that the consortium has the authority to apply, as described above, on behalf of each tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member tribes in the consortium. In that case, a copy of the bylaws or other governance documents that allow the tribal consortium's action without explicit support from all consortium members must be included with the application. **This documentation must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application deadline, March 28, 2023.**

If the applicant is a **tribal designee**, it is eligible to apply only under **Purpose Area 6, OVC Children's Justice Act Partnerships for Indian Communities**. For this purpose area, the applicant will need a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application, which must (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe and (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or other satisfactory evidence of legal authority must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application deadline, March 28, 2023.**

Even though an award may be made without the required tribal authorization documentation, access to award funds will be withheld until the required documentation is received and approved by DOJ.

### **Timeline Form**

#### **Application Timeline(s) (5% of application score)**

The applicant is encouraged to use a single, detailed timeline for all purpose areas under which the applicant is requesting funding. The timeline should document the entire period of grant activities to include performance goals, project milestones and activities, and completion dates. It should describe who is responsible for each task and when each task is expected to be completed by year and then by month or quarter for the duration of the award. Use "Year 1," "Month 1," "Quarter 1," etc., not calendar dates. Grantees will be expected to update their timeline when changes to the timeline occur during the award(s). The timeline template is located at <https://www.justice.gov/tribal/open-solicitations>.

The Project/Program Timeline submission will be rated on the following criteria:

- If the timeline is complete, and all activities can be reasonably completed within the award period, with the funding provided
- How well the proposed goals, objectives, and activities clearly tie into the

program or project design

### **Disclosure And Assurance**

#### **Disclosure Of Lobbying Activities**

Applicants are required to complete and submit Form SF-LLL (Disclosure of Lobbying Activities) with their FY 2023 CTAS applications. Access to funds may be withheld if this form is not submitted. Access the Form SF-LLL at <http://www.ojp.gov/funding/Apply/Resources/Disclosure.pdf>.

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information. An applicant that does not use any funds for lobbying activities should enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

See the DOJ Grants Financial Guide for information on lobbying restrictions, and on lobbying restriction and certification requirements.

#### **Disclosure Of Duplicate Items**

Applicants are required to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) or active awards that include continuation funding to support the same project or activities being proposed under this solicitation and to cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications/awards for federal funding (e.g., applications to federal agencies) and indirect applications/awards for such funding (e.g., applications to state agencies that will subgrant federal funds).

DOJ seeks this information to help avoid any inappropriate duplication of funding. However, using multiple funding sources to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants will complete the JustGrants web-based Applicant Disclosure of Pending Applications form. See the [OJP Grant Application Resource Guide](#) for additional information. If this disclosure is not applicable, please state it is not applicable. COPS Office applicants will answer the Applicant Disclosure of Pending Applications questions in the demographic survey questionnaire. If this disclosure is not applicable, please state "not applicable."

#### **Certified StandardAssurance**

#### **Certs Regarding Lobbying**

Must be accepted in JustGrants.

#### **How to Apply**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](http://JustGrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48 – 72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

DOJ encourages applicants to review the "How To Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

DOJ may not make a federal award to an applicant until the applicant has complied with all applicable SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

#### Late submissions

DOJ offers a process for CTAS applicants to provide advance notice to DOJ if submission of their application will be delayed due to unforeseen Grants.gov or JustGrants technical issues.

**Applicants must provide notice via email or phone prior to the application deadlines.**

**If applicants do not provide advance notice to DOJ about an issue that may cause a delay in the application's submission, then the application will not be considered for funding.** If applicants follow the steps outlined below, late submission may be considered. An

extension of deadlines is not guaranteed.

If you experience unforeseen technical issues beyond your control which prevent you from submitting your application by the deadline, **please immediately contact the JustGrants service desk** (email [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or call 833-872-5175) to **create a record of the issue before 8:59 p.m. ET**. You must also contact the Response Center at 800-421-6770 **before the application deadline at 8:59 p.m. ET and email the CTAS excel Budget Worksheet/Budget Narrative, Tribal Justice and Community Profile document, the Timeline document, and the applicable Purpose Area(s) Narrative document(s) to [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov) by the 8:59 p.m. ET deadline**. Your email to the Response Center should include your Unique Entity Identifier (UEI) number and a JustGrants service desk ticket number(s). After DOJ reviews all of the information submitted as well as contacting the Grants.gov or JustGrants service desk to validate the technical issues you reported, DOJ will contact you to either approve or deny your emailed application. If the technical issues you reported cannot be validated, your application will be rejected. Any requests to submit applications due to technical issues after the 8:59 p.m. deadline will be rejected as untimely.

**Note: DOJ does not automatically approve requests to submit a late application.** After DOJ reviews the applicant's request and contacts the Grants.gov or JustGrants service desk to verify the reported technical issues, DOJ will inform the applicant whether the request to submit a late application has been approved or denied. If DOJ determines that the untimely application submission was due to the applicant's failure to follow all required procedures, DOJ will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Inability to register in SAM, Grants.gov, or JustGrants in sufficient time. (SAM registration and renewal can take as long as 3 weeks to complete.)
- Inability to follow Grants.gov or JustGrants instructions on how to register and apply.
- Inability to follow each instruction in the DOJ solicitation.
- Technical issues with the applicant's computer or information technology environment such as issues with firewalls.

#### **Extraordinary natural or manmade disasters**

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to 7 calendar days late by sending an email to [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. The email message must be sent by the 8:59 p.m. ET deadline or as soon as possible given the specific emergency.

#### **Submission Dates and Time**

##### **Grants.gov Deadline**

Applicants the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form by **March 24, 2023, at 8:59 p.m. Eastern Time**

## **JustGrants Application Deadline**

The application period for the FY 2023 CTAS begins **December 19, 2022**, and ends on **March 28, 2023, at 8:59 p.m. eastern time (ET)**. Complete applications are due **March 28, 2023, at 8:59 p.m. Eastern Time**

Applicants should submit their applications at least 72 hours prior to the application deadline.

## **Application Review Information**

### **Review Criteria**

Applications will be scored as follows (see the "What an Application Should Include" section and the application checklist for complete application contents, including items that are not scored):

- a. Tribal Community and Justice Profile (20% of application score) \*\*
- b. Purpose Area Narrative for each purpose area for which the applicant is applying (60% of application score) \*\*
- c. Budget Detail Worksheet and Narrative (15% of application score) \*\*
- d. Application Timeline (5% of application score)

**Items noted by \*\* (double asterisks) MUST be included in the application submission in order for it to meet the minimum requirements to advance to peer review and receive consideration for funding. An application that does not include the attachments noted by \*\* at the time of application will neither be peer reviewed, nor will the application receive further consideration.**

DOJ is committed to ensuring a fair and open process for making awards. Peer reviewers will be reviewing the applications submitted under this solicitation that meet the eligibility and minimum requirements. Each relevant DOJ component may use internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given grant program who is **not** a current federal employee. An internal reviewer is a current federal employee who is well versed or has expertise in the subject matter of the particular grant program. Applications that meet the eligibility and minimum requirements will be evaluated, scored, and rated by peer reviewers. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully.

Prior to award, the applications will receive a financial integrity review to evaluate the fiscal integrity and financial capability of the applicants and to examine the proposed costs and the extent to which the Budget Worksheet and Narrative accurately support and explain project costs. This review also will assess whether the costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted either by DOJ officials in consultation with the applicable DOJ component or by the DOJ component's staff. DOJ will also take into consideration the total amount of funding requested and the capacity of the tribe to manage the funds.

In addition, prior to making an award greater than the simplified acquisition threshold (currently set at \$250,000), any information about applicants that is in the designated integrity and performance

system accessible through the System for Award Management (SAM) will be reviewed and considered. An applicant may review and comment on any information about them in SAM, and such applicant comments will also be reviewed and considered.

Past performance using DOJ grant funding will be considered in this review process. This past performance review may include a reduction in score for prior poor performance. Factors that may be included in the past performance review are whether progress reports demonstrate effectiveness of the project, whether past activities of the applicant have been limited to program purpose areas, and the extent to which the applicant has adhered to all special conditions in prior awards. In addition, the extent to which the applicant has complied with programmatic and financial reporting requirements, the extent to which the applicant has completed closeout of prior awards in a timely manner, whether the applicant has received financial clearances in a timely manner, whether the applicant has resolved any issues identified in an audit or onsite monitoring visit in a timely manner, whether the applicant has adhered to single audit requirements, and the extent to which the applicant has spent prior grant funds in a timely manner will be examined.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the head of the DOJ awarding agency (i.e., by the head of OJP or the COPS Office, as applicable) who may also give consideration to factors including applicants' prior completion of a strategic plan under a Purpose Area 2 award, prior funding history, current award balances, underserved populations, population served, geographic diversity, strategic priorities (such as expanded jurisdictional responsibilities in Oklahoma and rural areas including Alaska), past programmatic performance, **significant concerns of DOJ components regarding ability of the applicant to administer federal funds**, and available funding when making awards.

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. For all FY 2023 solicitations, applicants should consider these priorities and address them within their applications, as applicable.

Executive Order 14074, *Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety* requires the Attorney General, through discretionary grantmaking and training and technical assistance, to encourage and support State, Tribal, local, and territorial governments and law enforcement agencies to adopt the policies, best practices, and guidelines addressed in the executive order, including, but not limited to: (i) investigating deaths in custody; (ii) recruiting and retaining diverse and service-oriented law enforcement professionals; (iii) collecting and reporting use of force and misconduct data; (iv) improving community and law enforcement dialogue; (v) responding to individuals in mental health crisis or with disabilities; (vi) the proper and responsible use of technology; (vii) restrictions on unannounced entries and certain restraints; (viii) addressing implicit bias; (ix) restricting the use of militarized equipment; (x) broader criminal justice reform; and, (xi) officer wellness and mental health.

As such guidance is developed in accordance with the executive order, and where the guidance is applicable to the specific solicitation, DOJ will identify specific opportunities for training and technical assistance and priority consideration for applications that demonstrate or seek to support the policies of the Executive Order.

For the purposes of this solicitation, OJP and the COPS Office will provide priority consideration for the following items, for which the DOJ has already issued policies, guidance, and/or best practices:

force and deaths in custody;

Participation in the collection and reporting to DOJ of data on officer suicides and officers killed and assaulted;

Restrictions on unannounced entries and neck/carotid restraints; and,

Restrictions on the possession and use of militarized equipment.

To receive this consideration, the applicant must describe how they currently support one or more of the identified policy areas or how the proposed project(s) will address one or more of the identified policy areas by responding to question 4 in the Tribal Community and Justice Profile template.

## **Federal Award Administration Information**

### **Federal Award Notices**

CTAS award notifications will be sent from JustGrants. Recipients will complete the entire process of reviewing and accepting the award within JustGrants. All of the Award Package information is available on one screen, along with a Work Queue that displays awards requiring a response. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; assign a financial manager, a grant award administrator, and an authorized representative (s) for each award; and review and accept the award.

DOJ may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency- approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements, including DOJ regulations or other federal laws that will be incorporated into the award by reference or are otherwise applicable to the award. DOJ strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. More information about these requirements can be found at the [OJP Grant Application Resource Guide](#), and for the COPS Office, visit <https://cops.usdoj.gov/grants>.

Please note in particular the following two documents that applicants will accept in JustGrants at the time of application. Each details the legal requirements for which applicants must provide specific assurances and certifications of compliance.

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (<https://www.justice.gov/tribal/open-solicitations>)

- Standard Assurances (<https://www.justice.gov/tribal/open-solicitations>)

Upon award approval, DOJ will electronically transmit the award document to the grantee. In addition to other award information, the award document contains award terms and conditions

that specify national policy requirements with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; program-specific terms and conditions that are based on the applicable program (statutory) authority or requirements set forth in DOJ solicitations and program announcements; and other requirements which may be attached to appropriated funding. For example, certain projects may call for special requirements, terms, or conditions relating to intellectual property; data or information sharing or access; information security or audit requirements, expenditures, and milestones; or publications or press releases. DOJ also may place additional terms and conditions on an award based on its risk assessment of the applicant or for other reasons it determines necessary to fulfill the goals and objectives of the program.

DOJ expects that all (or virtually all) DOJ awards made in FY 2023 will also include the text of certain other conditions, such as administrative conditions, as outlined in the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)." For applicants applying to Purpose Area 1 (COPS Office), please see the FY 2023 COPS Tribal Resources Grant Program (TRGP) TRGP Hire and TRGP Equipment/Training Award Terms, Conditions, and Additional Requirements at <https://cops.usdoj.gov/grants>.

As stated earlier, DOJ anticipates that it may make some awards from this solicitation in the form of cooperative agreements. Cooperative agreement awards include standard "statement of federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal, budget, and award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with DOJ.

In addition to any "statement of federal involvement" condition(s), DOJ cooperative agreement awards include a condition specifying certain reporting requirements in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with DOJ policy and guidance on conference approval, planning, and reporting.

#### **General Information about Post-Federal Award Reporting Requirements**

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

**Required reports.** Recipients typically must submit quarterly financial reports, periodic (either quarterly, annual, or semi-annual, **depending on the purpose area**), 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 measures data.

#### **Federal Awarding Agency Contact(s)**

For specific federal awarding agency contact(s), please contact the Response Center at 800–421–6770 or via email at [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The Response Center's hours of operation are Monday–Friday from 9:00 a.m. to 5:00 p.m. ET, except federal holidays (<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2021>).

## **Other Information**

### **Performance Measures**

#### **Plan for Collecting the Performance Measurement Data Required under this Solicitation**

Note: Applicants are **not** required to submit performance data with the application. However, grant recipients will be required to submit performance data as part of the reporting requirements under an award, and applicants should be familiar with these requirements prior to submitting an application.

All grantees will be required to submit performance measurement data in JustGrants or the Performance Measurement Tool (PMT) and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

DOJ will require each grant recipient to submit 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 their application. Applicants can visit [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of the grantee's requirement to collect and submit performance data.

A list of performance measures for these programs can be found at the following links:

- Purpose Area 1 at <https://www.justice.gov/file/1220276/download>
- Purpose Area 2 at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/Strategic-Planning-CTAS-Area2-Measures.pdf>
- Purpose Area 3 at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/Tribal-Justice-Systems-CTAS-Area3-Measures.pdf>
- Purpose Area 4 at <https://bjapmt.ojp.gov/help/CFTLPerformanceIndicatorgrid.pdf>
- Purpose Area 6 at <https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/tvs-performance-measures-questionnaire.pdf>
- Purpose Area 8 at <https://ojdp.ojp.gov/funding/performance-measures/performance-measures-tribal-healing-wellness-program.pdf>
- Purpose Area 9 at <https://ojdp.ojp.gov/funding/performance-measures/performance-measures-tribal-youth-program.pdf>

### **Application Checklist**

Before submitting your application, applicants should address the following:

## **Eligibility**

- Federally recognized Indian Tribe (See 25 U.S.C. § 5304(e) which, for purposes of this solicitation, provides the applicable definition of “Indian tribe.”)
- Tribal consortium
- Organization that is acting as the authorized designee of a federally recognized tribe (Purpose Area 6 only)

In addition, some purpose areas note additional specific eligibility criteria.

## **Registration**

- Acquire a UEI number for the applicant organization.
- Acquire or renew registration with the System for Award Management database. **Note:** Applicants must update or renew their SAM registration at least once per year to maintain an active status.

SAM.gov is a critical part of the funding process with the Department of Justice. Prior to applying, applicants must first have an active SAM.gov account.

There is no cost to register with SAM.gov; however, you must renew and revalidate your registration at least every 12 months from the date you last certified and submitted the registration in SAM.gov, and sooner, if your entity's information changes. If you do not renew your registration, it will expire.

Due to a high volume of requests coming into SAM.gov, entity validations are taking longer than expected to process. **DOJ strongly recommends starting your SAM.gov registration process as soon as possible to allow the time necessary to process entity validations well in advance of the Grants.gov due date posted in the solicitation.**

## **Application submission deadline**

- **Grants.gov Deadline:** Applicants the required **Application for Federal Assistance** standard form (SF-424) and a **Disclosure of Lobbying Activities (SF-LLL)** form by **March 24, 2023, at 8:59 p.m. Eastern Time**
- **JustGrants Deadline:** Complete applications are due **March 28, 2023, at 8:59 p.m. Eastern Time**
- Applicants should submit their applications at least 72 hours prior to the application deadline.

## **Application Submission Criteria and Content**

**IMPORTANT NOTICE: Each tribe or tribal consortium will be allowed only one application submission.**

If a tribe or tribal consortia submits more than one application, only the final application will be considered in the review process.

A tribe may apply as part of a consortium and also submit its own independent application, provided that the independent application is for funding of activities that are distinct from those activities for which the tribal consortium has applied.

The application must contain:

Items noted by \*\* (double asterisks) MUST be included in the application in order for it to receive consideration for funding.

- \*\*Tribal Community and Justice Profile
- \*\*Purpose Area Narrative(s). Include a separate narrative for each purpose area under which the applicant is applying.
- Proposal Abstract: A proposal abstract (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, **will be completed in the JustGrants web-based form.**
- Application timeline(s) document. This single attachment should contain a timeline for each purpose area applied for. See application timeline template at <https://www.justice.gov/tribal/open-solicitations>
- \*\*One Budget Workbook, including the Budget Worksheet and Budget Narrative. The workbook should contain a proposed Budget Worksheet and Budget Narrative for each purpose area for which funds are being requested.

**• Purpose Area 1 Demographic Questions (PA 1 applicants only)**

The PA 1 Demographic Questions are designated to capture the unique characteristics

of each tribe in order to paint a more detailed picture of each tribe's strengths and challenges. Each applicant applying for Purpose Area 1 should answer the questions in their entirety. If the applicant is unable to answer all or part of the form, an explanation for the missing information should be provided in the available space. **The Demographic Questions should be answered within JustGrants.**

- **Tribal Authority to Apply Documentation/Tribal Resolution** (tribal consortia and designees only)

### **Additional Attachments:**

- Applicant Disclosure of High Risk Status
- Applicant Disclosure of Pending Applications

- Disclosure of Lobbying Activities
- Indirect Cost Rate agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire (for any applicant requesting funding under Purpose Areas 2, 3, 4, 6, 8, or 9)
- Purpose Area 1 only applicants, please upload a Word document and state non-applicable.

Other attachments as necessary (letters of support, résumés, job descriptions for unfilled positions, Memoranda of Understanding).

See the Listing of Purpose Areas for specific application requirements by purpose area.

Note that the following supporting documents are available at <https://www.justice.gov/tribal/open-solicitations>:

- Sample application timeline template
- Table of statutory authority
- Information about the U.S. Department of Justice and the grant-making offices offering funding through this solicitation
- Allowable and unallowable cost lists for COPS Office Purpose Area 1
- Allowable and unallowable cost lists for OVC Purpose Area 6
- Acronyms and abbreviations
- FAQs