



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

## Correctional Facilities on Tribal Lands Program FY 2009 Competitive Grant Announcement

### Eligibility

Applicants are limited to federally recognized tribal governments.  
(See "Eligibility," page 2)

### Deadline

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

### Contact Information

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

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

**Grants.Gov number assigned to announcement: BJA-2009-2015**  
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# Correctional Facilities on Tribal Lands Program CFDA #16.596

## Overview of the Correctional Facilities on Tribal Lands Program

The Correctional Facilities on Tribal Lands Discretionary Grant Program assists tribes in cost effectively planning, renovating, and constructing facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction. In addition, this funding allows tribes to explore community-based alternatives to help control and prevent jail overcrowding due to alcohol and other substance abuse. This program is authorized under the Violent Crime Control and Law Enforcement Act of 1994, Title II, Subtitle A, Public Law 103-322, as amended, 42 U.S.C. 13709.

### Deadline: Registration

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

### Deadline: Applications

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

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

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

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all

of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

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

## **Eligibility**

Applicants are limited to federally recognized tribal governments. Eligibility is defined under the Indian Self Determination Act, 25 U.S.C. 450b(e).

## **Correctional Facilities on Tribal Lands Program-Specific Information**

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

There are two categories under this solicitation: Category I: Planning, and Category II: Renovation/Construction. Eligible applicants may apply for one or both categories; however, if applicants are applying under both categories, they must submit separate applications for each category.

### **CATEGORY I: PLANNING OF CORRECTIONAL FACILITIES. Grant amount: Up to \$150,000.Competition ID: BJA-2009-2016.**

The Department recognizes the critical role of planning in establishing correctional facilities that are appropriate for the intended population, supportive of cultural and traditional values, safe and secure when completed, and adhere to Bureau of Indian Affairs (BIA) standards regarding correctional operations, programs, and design. Applications that propose joint ventures or partnerships with other tribal, federal, state, and/or local agencies, or other entities to house other juvenile/adult populations, must also demonstrate how the facility planning will address compliance with standards to house non-BIA/tribal populations. Grantees will be required to:

- Plan, develop, and complete a Comprehensive Master Plan that:
  - Establishes/enhances (tribal/non-tribal) multi-agency cooperation and collaboration.
  - Establishes a multidisciplinary executive-level team, which the tribe will sustain throughout the project period, to plan and monitor the proposed strategy.
  - Incorporates a community-wide assessment for the collection and examination of baseline corrections data/information to ensure that fiscal and programmatic resources will be used effectively and that new or expanded facilities are developed only when warranted.
  - Demonstrates that staffing will be able to meet capacity levels for a planned facility.
  - Demonstrates that long-term (life of the facility) maintenance and operations capability will be able to meet capacity levels for a planned facility.
  - Encompasses the design, use, capacity, and cost of relevant adult and/or juvenile justice sanctions and services.
  - For a juvenile facility, demonstrates the OJP/Office of Juvenile Justice and Delinquency Prevention (OJJDP), standards were used as a guide in their planning, design, use, capacity, and related facility costs.

- Explores an array of correctional building options including prototypical or quasi-prototypical concepts/designs for local correctional facilities, multi-service centers, and/or regional facilities.
  - Applies community-based alternatives such as probation, day reporting, treatment services, pretrial services, and court-administered programs to help control and prevent jail overcrowding due to alcohol, substance abuse, and methamphetamine.
  - Demonstrates how community-based alternatives will be staffed and maintained.
- Participate in the Interdepartmental Tribal Justice, Safety and Wellness sessions, and other workshops and plenary sessions at national, regional, and other training venues identified by OJP/BJA.
  - Share its Comprehensive Master Plan with other tribes to support their planning efforts.
  - Develop capacity to mentor other tribes (examining current policies and practices, and identifying strengths and gaps) interested in planning a facility for the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction.

**CATEGORY II: RENOVATION/CONSTRUCTION OF CORRECTIONAL FACILITIES. Grant amount: Up to \$500,000. Competition ID: BJA-2009-2017.**

The Department recognizes it is critical that any renovation or construction of a correctional facility result in a facility appropriate for the intended population, supportive of cultural and traditional values, safe and secure when completed, and adheres to BIA standards regarding correctional operations, programs, and design. Applications that propose joint ventures or partnerships with other federal, state, and/or local agencies, or other entities to house other juvenile/adult populations, must also demonstrate how the facility renovation or construction will comply with standards to house non-BIA/tribal populations. Grantees will be required to:

- Provide documentation that BIA has conducted an assessment of needs and supports the tribe's submission.
- Develop and complete a renovation or construction plan that explores correctional building options to ensure the construction of a cost-effective design.
- Work closely with BJA and OJP to ensure that the renovation is completed within 18 months of receiving the grant award, including the submission of a signed tribal resolution to BJA showing support that the renovation project will be completed within the identified time frame.
- Identify the process to be undertaken for the needs assessment, pre-architectural programming, design, construction, and transition phases that will meet BIA acceptance for occupation and operation, consistent with Planning on New Institution (PONI) BIA standards, if relevant.
- Demonstrate, as confirmed by a signed tribal resolution, how the tribe will manage population data tracking, collection, and reporting needs to support OJP's reporting requirements, such as the Bureau of Justice Statistics' (BJS) "Jails in Indian Country" report.

**★Note:** Applicants unable to provide a signed tribal resolution by the application deadline must contact BJA **prior to the application deadline** to request an extension for submitting the tribal resolution **ONLY**; the application is due March 12, 2009.

- Consult with OJP’s Office of Juvenile Justice and Delinquency Prevention (OJJDP) to demonstrate the grantee’s awareness of juvenile facility design standards for housing other non-BIA or tribal juvenile populations if the plan is for a juvenile facility.
- Show that the tribe, or BIA, has the capacity to operate and sustain facility operations once renovation is completed for the extended life of the facility attained as a result of the renovations. Applicants that propose to implement or enhance community-based alternatives such as probation, day reporting, treatment services, pretrial services, and court-administered programs must indicate how these alternatives will be staffed funded, and sustained. Applicants that propose institutional-based rehabilitation programming must provide an assurance that operational and personnel costs will be met and sustained.

**Limitation on Use of Award Funds for Employee Compensation; Waiver**

No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative of the application.

**Length of Awards**

The project period for awards under both categories is 18 months.

**Match Requirement**

A grant made under this program may not cover more than 90 percent of the total costs of the project being funded. The applicant must identify the source of the 10 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs}$$

$$\text{Recipient’s share} \times \text{Adjusted Project Cost} = \text{required match}$$

**Example:** For a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \quad 10\% \times \$555,555 = \$55,555 \text{ match}$$

## Performance Measures

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

Program Goals	Performance Measures	Data Grantee Provides
<p><b>Category I: Planning</b> To assist tribal jurisdictions to efficiently plan correctional facilities associated with the incarceration and rehabilitation of juvenile and/or adult offenders.</p>	<p>Percent of comprehensive master plans completed on time.</p>	<p>Number of comprehensive master plans submitted (i.e., 0 or 1) during the reporting period.</p>
<p><b>Category II: Renovation/ Construction</b> To assist tribal jurisdictions to efficiently renovate or construct correctional facilities associated with the incarceration and rehabilitation of juvenile and/or adult offenders.</p>	<p>Percent of renovation or construction plans completed on time.</p>	<p>Number of renovation or construction plans submitted (i.e., 0 or 1) during the reporting period.</p>

## How To Apply

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

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

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

**Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Excel files (\*.xls). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in

the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (\*.doc)” format. In addition, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.596, titled “Correctional Grant Program for Indian Tribes,” and the funding opportunity number is BJA-2009-2015.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/). Individuals are exempt from this requirement.

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

## What an Application Must Include

### Standard Form 424

#### Program Narrative (Attachment 1)

Applicants must submit a program narrative that describes the proposed activities for the grant period and responds to the below Selection Criteria (1-3, 5) in the order given. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages “1 of 20,” “2 of 20,” etc.

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

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

**Planning** applicants must include travel costs for at least five team members to attend one BJA-approved trip during the grant period.



### **Project Timeline and Resumes (Attachment 3)**

Attach a project timeline with each task, expected completion date, and responsible person or organization; and resumes for key positions.

## **Selection Criteria**

The following criteria apply to both Category I and Category II.

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

Demonstrate a thorough understanding of the corrections issues confronting the tribe's community and the planning, renovation, or construction elements the jurisdiction will address to meet individual needs. Include incident data and information about the number and types of offenses (e.g., youth, adult, family, traffic) addressed by the tribal criminal and juvenile justice system, the cost to incarcerate individuals, and a detailed description of the correctional facility (age, type (local/regional, tribal/BIA-administered)) used by the tribe. Discuss how the renovation/construction and the implementation/enhancement of community-based corrections options such as probation, day reporting, treatment services, pretrial services, and court-administered programs will help control and prevent jail overcrowding.

### **2. Program Design and Implementation (30 percent of 100)**

Describe the executive-level planning team, including names, titles, and agencies. Identify the project director and planning team members, including tribal leaders, community members, and providers. Providers must represent law enforcement, courts, corrections/probation, medical/treatment, and educational/vocational services. Identify any other partners, such as faith-based and community organizations. Indicate the tribe's commitment to sustaining the team's membership over the grant project period, detailing the nature of the work, frequency of meetings, and how achievements will be documented. Applicants applying for funds to complete the construction of a partially completed or constructed facility must demonstrate why federal funds are needed to complete construction.

### **3. Capabilities/Competencies (30 percent of 100)**

Describe the tribe's proposed management structure for the project and project staffing. Demonstrate the tribe's capability and capacity to plan or efficiently and effectively oversee the renovation or construction of a correctional facility. Discuss the tribe's capability to secure tribal and other public and private funds to complement the project and sustain operations after construction is completed, including staffing, furniture, fixtures, equipment, and maintenance.

### **4. Budget (10 percent of 100):**

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

### **5. Impact/Outcomes, Evaluation, and Performance Measure Data Collection Plan (10 percent of 100)**

Describe the process for measuring project performance, including meeting timelines and deliverables. Detail who is responsible for collecting corrections data, who is responsible for performance measurement, and how the information will be used to guide the project process. Outline the steps the team will take to collect and examine baseline corrections data to ensure fiscal and programmatic resources will be used effectively.

## Review Process

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

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

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

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

## Additional Requirements

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

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements

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