

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



The [U.S. Department of Justice](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance \(BJA\)](#) is pleased to announce that it is seeking applications for funding under the Indian Alcohol and Substance Abuse Training and Technical Assistance Program. This program furthers the Department's mission by improving the tribal justice system prevention of and response to substance abuse-related crime.

Indian Alcohol and Substance Abuse Training and Technical Assistance Program FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning experienced in training and technical assistance efforts in tribal jurisdictions. The applicant must show evidence of expertise with tribal justice issues, and past experience in providing training and technical assistance to tribal jurisdictions. Applications from tribal organizations are encouraged. Private, for-profit organizations must agree to waive any profit or fee. Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly designated as the primary applicant (for correspondence, award, and management purposes) and the others designated as co-applicants.

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 9)

All applications are due by 8:00 p.m. eastern time on May 18, 2010. (See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except for federal holidays.

For assistance with any other requirement of this solicitation, contact Tim Jeffries, Policy Advisor, at (202) 616-7385 or by e-mail at timothy.jeffries@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov

Release Date: March 29, 2010

CONTENTS

Overview	1
Deadlines: Registration and Application	1
Eligibility	1
Indian Alcohol and Substance Abuse Training and Technical Assistance Program— Specific Information	1
Performance Measures	6
How to Apply	9
What An Application Must Include	11
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	12
Review Process	14
Additional Requirements	15
Application Checklist	17

Indian Alcohol and Substance Abuse Training and Technical Assistance Program CFDA #16.616

Overview

The Indian Alcohol and Substance Abuse Training and Technical Assistance Program (IASAP) (established by Pub. L. 106-553), administered by the Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA), provides support to federally recognized tribal governments to plan, implement, or enhance tribal justice strategies to address crime issues related to alcohol and substance abuse. The program furthers the Department's efforts to assist tribal communities in planning and implementing comprehensive strategies to reduce and control crime associated with alcohol and other drug abuse; and in developing, implementing, and enhancing American Indian and Alaska Native tribal justice systems.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on May 18, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 18, 2010. Please see the "How to Apply" section, page 9, for more details.

Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

Indian Alcohol and Substance Abuse Training and Technical Assistance 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.

The Indian Alcohol and Substance Abuse Training and Technical Assistance Program aims to improve the functioning of tribal justice systems by providing assistance to tribal jurisdictions in responding to alcohol- and substance abuse-related crime. Throughout the criminal justice system, there are demonstrably higher rates of substance abuse among offenders than among the general population. OJP provides many programs and services that assist communities in planning, implementing, and enhancing justice responses such as tools for law enforcement to combat drug trafficking, drug courts, jail and prison treatment programs, and reentry programs. Additionally, BJA administers three programs that are specifically designed for tribes, including the Indian Alcohol and Substance Abuse Program, the Tribal Courts Assistance Program, and the Correctional Facilities on Tribal Lands Program. The FY 2010 Indian Alcohol and Substance Abuse Training and Technical Assistance Program solicitation will focus on providing support to IASAP grantees, as well as address two critical issue areas that law enforcement and others in tribal justice systems encounter daily:

1. Drug-Endangered Children: Many professionals in the field have witnessed the devastating effects experienced by children living in homes where drugs are being manufactured and used. As a result, multidisciplinary teams comprising law enforcement, social services, medical providers, and prosecutors have emerged to jointly protect and secure the interests of the child victims while building cases against those who commit crimes.
2. Methamphetamine and Pharmaceutical Crime: Methamphetamine abuse and the non-medical use of pharmaceutical drugs are a serious and rising public health concern. Methamphetamine production and availability as well as the diversion and abuse of pharmaceutical drugs have had a significant impact on tribal communities and represent a serious challenge to tribal law enforcement. Pharmaceutical drug diversion is often defined as the illegal acquisition of prescription drugs for personal use or profit and can involve theft, burglary, and illegal importation or distribution of prescription drugs. Violent and property crime associated with pharmaceutical diversion and abuse has increased in all regions of the United States over the past 5 years, according to the National Drug Intelligence Center (NDIC) [2009 National Drug Threat Survey](#) (NDTS).

Award Categories

Applicants may submit their proposals under any of the following categories. Applicants must clearly indicate in the abstract the category for which they are applying.

Note: Applications that do not respond to the identified categories will not be peer reviewed or considered for funding under this solicitation.

CATEGORY 1: INDIAN ALCOHOL AND SUBSTANCE PROGRAM TRAINING AND TECHNICAL ASSISTANCE

BJA expects to award one cooperative agreement under Category 1 for up to \$800,000. The project period is up to 12 months, with a project start date of October 1, 2010. The initial award for this program is 12 months, with the potential for two supplemental awards. Supplemental funding is contingent on the grantee's performance, progress toward long-term goals, and the availability of federal funds.

Applicants must demonstrate that the proposed training and/or technical assistance will provide an immediate benefit to eligible tribes and must demonstrate a capacity to deliver training and technical assistance (TTA) to FY 2010 IASAP grantees and to non-grantee tribes as appropriate. IASAP is a flexible program which allows tribes to fund a range of justice program activities geared toward preventing, addressing, and reducing alcohol- and substance abuse-related crime. These program activities can include tribal justice strategic planning, alcohol and substance abuse prevention programs, law enforcement-based strategies, court-based programs, corrections/community-corrections programs, and reentry/aftercare programs. Applicants must demonstrate the ability to provide a corresponding range of proactive technical assistance to help grantees plan, implement, and enhance these programs.

For applications submitted by a consortium, one organization must serve as the applicant agency and written authorization from each consortium member must be included with the submission. Written authorization should be in the form of a letter of support and should be included with the application.

Category 1 deliverables include:

- Develop protocols for needs assessments, training, technical assistance, and evaluation to ensure consistency and quality of service delivery.
- Develop a transition work plan that describes how data, materials, and processes from the current service provider will be incorporated into the new program approach, including the collaboration and interface needed during the startup phase.
- Conduct technical assistance needs assessments with all FY 2010 IASAP grantees and develop technical assistance plans to work proactively with IASAP grantees in developing, implementing, and enhancing their programs.
- Provide ongoing technical assistance telephonically, through written communication, and through onsite assistance, as appropriate.
- Plan, implement, and evaluate an orientation conference for new grantees with a minimum of 60 participants. (Participant travel costs will be paid out of individual IASAP grants and not by the service provider.)
- Develop and deliver training curricula to assist award recipients based on the grantee needs assessments. Web-based training delivery mechanisms should be considered. Plan and conduct between two and eight IASAP training events covering subjects related to the IASAP program.
- Develop and maintain a group of technical assistance specialists (either as consultants or staff) to assist in training and technical assistance provision. Experts used by the current provider should be considered. All technical assistance specialists should possess a variety of skills and abilities that are relevant to the tribal issues identified in the needs assessments conducted with the grantees.
- Conduct a 2-day training for the technical assistance specialists, for delivering TTA services under this program. The training will cover policies, procedures, reporting, reimbursements, cultural considerations, and specific content areas. (Expenses for participant travel will be paid out of the service provider's budget.)
- Develop a minimum of four guidance documents, determined in conjunction with BJA, about current issues, tribal best practices, current research, and other information that may help tribes improve their ability to prevent and reduce alcohol- and substance abuse-related crime.
- Provide speakers and conduct trainings at selected conferences and organizational meetings and deliver up to four training/briefing sessions on an ad hoc BJA-assigned basis.
- Conduct two focus groups on topics to be determined for a minimum of 20 participants. (Expenses for participant travel will be paid out of the service provider's budget.)
- Provide content to OJP's Tribal Justice and Safety web site and BJA's IASAP web page by establishing and maintaining a section dedicated to assisting tribes effectively plan and implement comprehensive strategies to reduce and control crime associated with the distribution and abuse of alcohol and other controlled substances.
- Identify and document tribal best practices in alcohol and substance abuse prevention, adjudication, enforcement, and treatment.

Applicants are encouraged to be realistic in estimating the cost of deliverables and in detailing the implementation schedule. Applicants also are encouraged to be innovative; BJA expects applicants to propose alternative approaches to the delivery of training and technical assistance to maximize resources.

CATEGORY 2: DRUG-ENDANGERED CHILDREN DISCIPLINE-SPECIFIC TRAINING DEVELOPMENT AND DELIVERY

BJA expects to make one award under Category 2 for up to \$300,000. The project period is up to 18 months, and the project start date should be on or after October 1, 2010.

For Category 2, BJA is seeking a service provider with extensive knowledge and expertise in: 1) tribal justice, drug-endangered children issues, and provisions of the National Indian Child Welfare Act; 2) developing culturally proficient training programs for tribal officials; 3) delivering training materials to practitioners via classroom settings and via distance learning; and 4) providing proactive, comprehensive, user-friendly technical assistance services.

Applications are solicited under Category 2 to develop and deliver training for tribal jurisdiction stakeholders including prosecutors, child welfare workers, and others that will focus on appropriate responses for cases involving drug-endangered children. The training should focus on a multidisciplinary approach to responding to drug-endangered children as well as consideration of the unique training needs of the individual stakeholders involved in a case.

The successful applicant will be required to work collaboratively with BJA's national partners working on substance abuse-related programs.

Category 2 deliverables include:

- Work with experts in the field, including tribal drug-endangered children alliance representatives, to inform and guide the development of the discipline-specific training program for stakeholders charged with identifying, responding to, and resolving cases involving drug-endangered children.
- Tailor existing BJA-approved drug-endangered children training and develop new curricula to address the unique needs and issues facing tribal jurisdictions such as the Indian Child Welfare Act provisions and jurisdictional complexities.
- Create and implement a delivery plan for the discipline-specific training program to include the number of teams to be trained, a plan for how technical assistance will be delivered, and the identification of subject-matter experts to serve as trainers.
- Create a materials production plan, including hard copy, CD/DVDs, and web-based resources. BJA strongly encourages the use of distance learning opportunities such as webinars. The provider should provide content to a BJA-determined web site that shares resources with the field and allows practitioners to request training.
- Develop a strategy for participants and trainers to evaluate the curricula.
- Create and implement a plan to market the training to tribal officials.
- Ensure a presence at national, state, and tribal events related to tribal justice to present information on drug-endangered children issues and the training and technical assistance available.

CATEGORY 3: METHAMPHETAMINE AND PHARMACEUTICAL CRIME INVESTIGATION TRAINING PROGRAM

BJA expects to make one award under Category 3 for up to \$375,000. The project period is up to 18 months, and the project start date should be on or after October 1, 2010.

BJA is seeking a service provider with extensive expertise and knowledge in: 1) methamphetamine and pharmaceutical crime investigation; 2) developing core elements of a training program for tribal officials; 3) delivering training materials to practitioners using tools

such as classroom setting and distance learning; and 4) providing proactive, comprehensive, user-friendly services.

Applicants are solicited under Category 3 to develop and deliver a training program that will support law enforcement officers serving tribal jurisdictions with implementing effective investigative techniques for cases related to methamphetamine manufacturing, trafficking, and distribution as well as prescription drug diversion. The selected provider will have access to an existing methamphetamine curricula approved by OJP and the Office of Community Oriented Policing Services (COPS) for training tribal law enforcement on methamphetamine, and will be required to work collaboratively with BJA's national partners working on substance abuse-related programs in developing new curricula.

Training program components should include, but are not limited to, the following:

- The issue of methamphetamine and prescription drug diversion and the impact on the tribal community, especially law enforcement.
- Identification of methamphetamine abuse and related crime and prescription drug abuse and diversion.
- The tools and resources needed to establish task forces specifically related to methamphetamine and prescription drug diversion.
- Instruction on methamphetamine interdiction and investigative strategies, forensic techniques, clandestine lab detection, enforcement, clean-up and safety, and demand reduction strategies.
- Access and use of the state Prescription Drug Monitoring Program, if applicable.
- Effective investigative and data collection techniques required to build a case and how to work with tribal, state, and federal prosecutors.
- Coordination and information sharing with tribal, local, state, and federal law enforcement agencies.
- Coordination with other entities such as the Indian Health Service, the Bureau of Indian Affairs, pharmacy and medical boards, and professional organizations to provide educational outreach to practitioners and community members about the agency's efforts to deter pharmaceutical crime and make them aware of the problem and how to identify possible diversion.

Category 3 deliverables include:

- Participate on a Steering Committee to inform and guide the development of the pharmaceutical crime investigation training program. Steering Committee members will include stakeholders from state and local jurisdictions with pharmaceutical crime investigation and prosecution expertise and subject-matter experts from federal partners and national organizations. The Steering Committee should identify the target audience for the training program and develop the intended outcomes, and objectives.
- Tailor existing BJA-approved methamphetamine training for tribal law enforcement as necessary and develop new curricula on pharmaceutical crime investigation to address the unique needs and issues facing tribal jurisdictions such as law enforcement jurisdictional complexities.
- Create and implement a delivery plan for the training program to include the number of teams to be trained, a plan for how technical assistance will be delivered, and the identification of subject-matter experts to conduct the train the trainers program.
- Create a materials production plan, including hard copy, CD/DVDs, and web-based resources. BJA strongly encourages the use of distance learning opportunities such as webinars.

- Develop a strategy for participants and trainers to evaluate the curriculum.
- Create and implement a plan to market the training to law enforcement officers serving tribal jurisdictions.
- Ensure a presence at national or state events related to criminal justice and substance abuse-related programs to present information on methamphetamine and pharmaceutical crime issues as well as the training and technical assistance available.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>Objective 1: Increase the knowledge of criminal justice practitioners through in-person training.</p>	<p>Percentage of trainees who successfully completed the in-person training program.</p> <p>Percentage of trainees who completed the in-person training program who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the in-person training program whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training. • Completed the training • Completed an evaluation at the conclusion of the training. • Number of trainees who rated the training as satisfactory or better. • Completed a pre-and post-test.
<p>Objective 2: Increase the knowledge of criminal justice practitioners through web-based learning.</p>	<p>Percentage of trainees who successfully completed the web-based learning program.</p> <p>Percentage of trainees who completed the web-based learning program who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the web-based learning program whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Started the training. • Completed the training • Completed an evaluation at the conclusion of the training. • Number of trainees who rated the training as satisfactory or better. • Completed a pre and post-test.
<p>Objective 3: Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.</p>	<p>Percentage of organizations that completed the survey who expressed satisfaction that the CD/DVD met their training needs.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of organizations receiving CD/DVDs • Number of organizations who received CD/DVDs who were surveyed • Number of organizations who responded to the survey. • Number of organizations who expressed satisfaction that the CD/DVD met their training needs.

<p>Objective 4: Increase the knowledge of criminal justice practitioners by providing training scholarships.</p>	<p>Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of training scholarships provided. • Number of trainees who received scholarships who were surveyed. • Number of trainees surveyed who responded to the survey. • Number of trainees who reported in the survey that the training provided information that could be utilized in their job.
<p>Objective 5: Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of a onsite visit.</p> <p>Percentage of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors that were planning to implement at least some policies or practices six months after they were observed at the visited site.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed. • Number of reports submitted to requesting agencies after onsite visits. • Number of requesting agencies who completed an evaluation of services. • Number who rated services as satisfactory or better. • Number of follow-ups with requesting agencies completed six months after onsite visit. • Number planning to implement at least some of the report recommendations. • Number of peer-to-peer visits completed. • Number who reported the agency visit was useful. • Number of trainees who reported in the survey that the training provided information that could be utilized in their job. • Number of reports completed by peer visitors after completion of the visit. • Number of follow-ups with the requesting peer visitor completed six months after the peer-to-peer visit. • Number of other onsite services provided • Number of reports submitted to requesting agencies following other onsite services. • Number of requesting agencies who completed an evaluation of other onsite services. • Number who rated services as satisfactory or better.

<p>Objective 6: Increase information provided to BJA and the criminal justice community.</p>	<p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p> <p>Percentage of conference attendees who rated the conference as satisfactory or better.</p> <p>Number of visits to web sites.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of advisory/focus groups held. • Number of advisory/focus groups evaluated as satisfactory or better. • Number of documents produced as a result of advisory/focus groups. • Number of documents disseminated to the field as a result of advisory/focus groups. • Number of advisory/focus group evaluations completed. • Number of conferences held. • Number of conference attendees who completed an evaluation at the conclusion of the conference. • Number who evaluated the conference as satisfactory or better. • Number of web sites developed. • Number of web sites maintained. • Number of publications developed. • Number of publications disseminated. • Number of requests for information responded to.
<p>Objective 7: Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.</p>	<p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of training curricula developed. • Number of training curricula pilot tested. • Number of training curricula revised after being pilot tested.

How to Apply

Applications will be submitted through OJP’s Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1–888–549–9901 (option 3), Monday–Friday from 6:00 a.m. to 12 midnight eastern time, except for federal holidays. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. 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 registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and Indian Alcohol and Substance Abuse Training and Technical Assistance Program.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, select the appropriate solicitation title for the intended purpose area of your application.
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

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

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

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

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

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

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Abstract (Attachment 1)

Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying (i.e., Category 1: Indian Alcohol and Substance Abuse Program Training and Technical Assistance). The abstract must include the goals of the project, a description of the strategies to be used, and a numerical listing of key/major deliverables. The abstract can be single-spaced, using a standard 12-point

font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 1 page.

Program Narrative (Attachment 2)

The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 15 pages. Please number pages “1 of 15,” “2 of 15,” etc.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Budget and Budget Narrative (Attachment 3)

Applicants must provide a budget and budget narrative in response to the Selection Criteria 4. Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Project Timeline, Position Descriptions, and Letter of Support (Attachment 4)

Attach a Project Timeline (with an estimated start date of October 1, 2010) with each project goal, related objective, activity, expected completion date, and responsible person or organization; and Position Descriptions for key positions. If applying as a consortium of providers include letters of support from the joint applicant organizations. Do not include materials not requested in this attachment; additional material will not be reviewed.

Selection Criteria

Note: Selection criteria differ based on category.

Category 1

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

Demonstrate a thorough understanding of the complex issues involving alcohol and drug abuse and related crimes in tribal jurisdictions, and in planning and implementing tribal justice system responses to reduce such crime and improve outcomes for offenders and victims. Describe the challenges faced in providing effective, targeted training and technical assistance to tribal justice practitioners, and the needs of practitioners and organizations for training and technical assistance.

2. Project Design and Implementation (30 percent of 100)

Describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. Discuss how the project will improve the functioning of tribal justice systems and/or assist tribal communities address issues relating to alcohol and drug abuse and related crimes. Address each of the deliverables listed on page 3. Tie program activities to goals, objectives, and the performance measures

applicable to the project. Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (Attachment 4).

3. Capabilities/Competencies (25 percent of 100)

Demonstrate, including giving specific examples, your organization's expertise and experience in:

- Facilitating and implementing training and technical assistance strategies to tribal communities, including curriculum development, in-person and electronic training, onsite and office-based technical assistance, and publication development and dissemination.
- Effectively managing complex and concurrent priority tasks.
- Working to build and enhance collaborative approaches to address a broad range of tribal justice and tribal safety issues at the national level.

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations to implement the project. Describe the roles and responsibilities and qualifications of co-applicants and partners, if applicable. Include position descriptions for key positions (Attachment 4).

4. Budget (10 percent of 100)

Provide a proposed budget that is complete, allowable, cost effective, and tied to the proposed activities (Attachment 3).

5. Impact/Outcomes, Evaluation, and Plan for Collecting Data for Performance Measures (15 percent of 100)

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

Categories 2 and 3

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

Identify the precise problem to be addressed by the project. Provide specific data where available.

2. Project Design and Implementation (30 percent of 100)

Describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. Discuss the significance of the program to improve the functioning of the tribal justice system and to improve law enforcement investigations with regard to methamphetamine manufacturing, trafficking, and distribution. Category 2 applicants should address each of the deliverables listed on page 4; Category 3 applicants should address each of the deliverables listed on page 5–6. Tie program activities to goals, objectives, and the performance measures applicable to the project. Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (Attachment 4).

3. Capabilities/Competencies (25 percent of 100)

Fully describe the applicant's(s') capabilities to implement the project and the competencies of the staff assigned to the project. In addition, applicants under Category 2 should demonstrate a sound knowledge of the issues practitioners face when responding to drug-endangered children. Applicants under Category 3 should demonstrate a sound knowledge of how law enforcement responds to methamphetamine and pharmaceutical crime. Include position descriptions for key positions (Attachment 4).

Demonstrate, including giving specific examples, your organization's expertise and experience in:

- Facilitating and implementing training and technical assistance strategies to tribal communities, including curriculum development, in-person and electronic training, onsite and office-based technical assistance, and publication development and dissemination.
- Working to build and enhance collaborative approaches to address a broad range of tribal justice and tribal safety issues at the national level.

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations to implement the project. Describe the roles and responsibilities and qualifications of co-applicants and partners, if applicable.

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations to implement the project. Describe the roles and responsibilities and qualifications of co-applicants and partners, if applicable.

4. Budget (10 percent of 100)

Provide a proposed budget that is complete, allowable, cost effective, and tied to the proposed activities (Attachment 3).

5. Impact/Outcomes, Evaluation, and Plan for Collecting Data for Performance Measures (15 percent of 100)

Explain how the program's effectiveness will be demonstrated. For each performance measure selected, describe: 1) what data will be collected; 2) how it will be collected; 3) how it will be assessed/analyzed; and 4) the process for reporting the findings and outcomes, which will measure the impact of the proposed efforts.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given

solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards 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.

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 (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information 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.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)

- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 Indian Alcohol and Substance Abuse Training and
Technical Assistance Program

The application check list has been created to aid you in developing your application.

Eligibility Requirement:

_____ Applicant is a for-profit (commercial) organization, nonprofit organization, faith-based or community organization, or institution of higher learning

The Application Components:

_____ Abstract that indicates the category under which the applicant is applying

_____ Program Narrative:

_____ Statement of the Problem

_____ Project Design and Implementation

_____ Capabilities/Competencies

_____ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

_____ Budget Narrative and Budget Detail Worksheet

_____ Project Timeline

_____ Position Descriptions

Abstract Format:

_____ 12-point standard font

_____ Not less than 1" margins

_____ One page or less

Program Narrative Format:

_____ Double-spaced

_____ 12-point standard font

_____ Not less than 1" margins

_____ Narrative is 15 pages or less

Other:

_____ Standard 424 Form

_____ DUNS Number

_____ Central Contractor Registration (CCR)