



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 Tribal Civil and Criminal Legal Assistance (TCCLA) Program. TCCLA provides funding and technical assistance to members of Indian tribes and tribal justice systems to assist tribal jurisdictions in improving their justice systems.

Tribal Civil and Criminal Legal Assistance Grants, Training, and Technical Assistance FY 2010 Competitive Grant Announcement

Eligibility

Applicants in Categories 1 and 2 are limited to tribal and non-tribal non-profit entities that provide legal assistance services for federally recognized Indian tribes, members of federally recognized Indian tribes, or tribal justice systems pursuant to federal poverty guidelines.

Applicants in Category 3 are limited to national or regional membership organizations and associations whose membership or a membership section consists of judicial system personnel within tribal justice systems.

Tribal justice systems are defined as a federally recognized Indian tribe's entire judicial branch, including traditional methods and forums for dispute resolution, trial courts, appellate courts, inter-tribal courts, alternative dispute resolution systems, and circuit rider systems, established by inherent tribunal authority whether or not they constitute a court of record.

Judicial personnel are defined as any judge, magistrate, court counselor, court clerk, court administrator, bailiff, probation officer, officer of the court, dispute resolution facilitator, or other official, employee, or volunteer within the tribal judicial system.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 6.)

All applications are due by 8:00 p.m. eastern time on May 27, 2010. (See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact: Kim Norris, BJA Senior Policy Advisor, at 202-307-2076 or Kim.Norris@usdoj.gov.

Grants.Gov number assigned to announcement: **BJA-2010-2676**

Release date: April 12, 2010

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Tribal Civil and Criminal Legal Assistance Grants, Training, and Technical Assistance (CFDA #16.815)

Overview

Authorized by 25 USC 3651, *et seq.*, the Bureau of Justice Assistance's (BJA) Tribal Civil and Criminal Legal Assistance (TCCLA) grants enhance tribal court systems and improve access to those systems. Targeted to non-profit organizations, the grants serve to strengthen and improve the representation of indigent defendants and clients in civil and criminal causes of action under the jurisdiction of Indian tribes. Also included in this solicitation is a request for a national or regional tribal membership organization to provide advocacy training and technical assistance to all tribes, not limited to the legal assistance grantees under Categories 1 and 2, for the development, enrichment, and enhancement of judicial system personnel within tribal justice systems.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 27, 2010. Please see the "How to Apply" section, page 6, for more details.

Eligibility

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

TCCLA—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 Tribal Civil and Criminal Legal Assistance (TCCLA) program, administered by the Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA), helps enhance tribal court systems and improve access to those systems. TCCLA provides grants for direct legal services for indigent defendants and respondents in tribal justice systems. In addition, this solicitation calls for applications to provide advocacy training and technical assistance, not limited to the legal assistance grantees under Categories 1 and 2, for the development, enrichment, and enhancement of judicial system personnel within tribal justice systems.

Applicants must substantiate the need for all equipment budgeted.

See the [Frequently Asked Questions](#) for further information on the solicitation and its requirements.

Award Categories, Amount, and Length

Applicants may submit their proposals under any of the following categories. Applicants must clearly indicate in the abstract on the first page of the program narrative under which category they are applying.

Under Category 3 applicants are strongly encouraged to partner with other organizations to submit joint applications for the required services and deliverables.

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

CATEGORY 1: TRIBAL CIVIL LEGAL ASSISTANCE GRANTS. Competition ID: BJA-2010-2677

BJA expects to make one or more awards under Category 1 of approximately \$1,250,000. The project period is 24 months, and the project start date should be on or after October 1, 2010.

Under Category 1, applications are solicited to provide civil legal assistance services for Indian tribes, members of Indian tribes, and tribal justice systems, pursuant to the federal poverty guidelines.

CATEGORY 2: TRIBAL CRIMINAL LEGAL ASSISTANCE GRANTS Competition ID: BJA-2010-2478

BJA expects to make one or more awards under Category 2 of approximately \$1,250,000. The project period is 24 months, and the project start date should be on or after October 1, 2010.

Under Category 2, applications are solicited to provide criminal legal assistance services for Indian tribes, members of Indian tribes, and tribal justice systems, pursuant to the federal poverty guidelines. Criminal legal assistance services may include adult criminal actions, juvenile delinquency actions, and guardian-ad-litem appointments arising out of criminal or delinquency acts.

CATEGORY 3: TRIBAL JUSTICE ADVOCACY TRAINING AND TECHNICAL ASSISTANCE (TTA) GRANTS Competition ID: BJA-2010-2679

BJA expects to make one award under Category 3 for up to \$400,000. The project period is up to 24 months, and the project start date should be on or after October 1, 2010.

The selected advocacy training and technical assistance provider under Category 3 shall demonstrate the capacity to:

- Deliver national or regional scope advocacy training and technical assistance to tribal justice systems.
- Coordinate, ensure no duplication of trainings, and work closely with all Tribal Justice System Training and Technical Assistance providers, specifically providers for the Tribal Courts Assistance Program, Correctional Facilities on Tribal Land Program, and Indian Alcohol and Substance Abuse Program.
- Support OJP's Tribal Justice and Safety web site (www.tribaljusticeandsafety.gov).

The selected advocacy training and technical assistance provider under Category 3 shall provide the following deliverables:

- Plan and conduct two training events based on gaps in service currently provided to Tribal Justice Systems in the area of advocacy.
- Provide ongoing technical assistance, not limited to the legal assistance grantees, during the grant period, including four onsite assistance visits during the grant period. Technical assistance formats include, but are not limited to, telephone, distance learning, web-based, written, and/or onsite assistance.
- Develop and disseminate, during the grant period, one publication to be determined in conjunction with BJA, as well as other program- and training-related materials.
- Conduct distance learning training, as appropriate, to complement classroom training.
- Provide scholarships to support tribes with inadequate resources to attend tribal justice system trainings, specifically the two trainings that will be provided as deliverables under Category 3.

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. **In addition, 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. Applicants must address a minimum of three of the performance measures below. Performance measures for this solicitation are as follows:

<u>Objectives</u>	<u>Performance Measure</u>	<u>Data Grantee Provides</u>
<u>Category 1</u> Tribal Civil Legal Assistance	Percent increase in number of respondents served. Percent of respondents who rated the services of their grant-funded attorney as satisfactory or better.	Number of respondents served during the reporting period with the grant funds. Number of respondents served during the six months prior to grant funding. Number of respondents who rated the services of their grant-funded attorney as satisfactory or better. Number of respondents who rated the services of their grant-funded attorney.
<u>Category 2</u> Tribal Criminal Legal Assistance	Percent increase in number of defendants served. Percent of defendants who rated the services of their grant-funded attorney as satisfactory or better.	Number of defendants served during the reporting period with the grant funds. Number of defendants served during the six months prior to grant funding. Number of defendants who rated the services of their grant-funded attorney as satisfactory or better. Number of defendants who rated the services of their grant-funded attorney.
<u>Category 3, Objective 1:</u> Increase the knowledge of criminal and tribal justice practitioners through: <ul style="list-style-type: none"> • In-person training. • Web-based learning. • Distance learning using CD/DVDs. • Developing or revising training curricula. 	Percentage of in-person trainees who successfully completed the program. Percentage of in-person trainees who completed the training who rated the training as satisfactory or better. Percentage of in-person trainees who completed the training whose post-test indicated an improved score over their pre-test. Percentage of web-based trainees who successfully completed the program. Percentage of web-based trainees who completed the training who rated the training as satisfactory or better. Percentage of web-based trainees who completed the training whose post-test indicated an improved score over their pre-test. Percentage of organizations that completed the survey who expressed satisfaction that the CD/DVD met their	For the current reporting period: Number of in-person trainees who: <ul style="list-style-type: none"> • Attended each training. • Completed each training. • Completed an evaluation at the conclusion of the training. • Completed an evaluation and rated the training as satisfactory or better. • Completed a pre- and post-test. • Had an improved post-test score over their pre-test. Number of web-based trainees who: <ul style="list-style-type: none"> • Started the training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Completed an evaluation and rated the training as satisfactory or better. • Completed a pre- and post-test. • Had an improved post-test score over their pre-test. <ul style="list-style-type: none"> • Number of organizations receiving CD/ DVDs. • Number of organizations who

	<p>training needs.</p> <p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>	<p>received CD/DVDs who were surveyed.</p> <ul style="list-style-type: none"> • Number of organizations who responded to the survey. • Number of organizations who responded to the survey and rated the CD/DVD as satisfactory or that the CD/DVD met their training needs. • Number of training curricula developed. • Number of training curricula pilot tested. • Number of training curricula revised after being pilot tested.
<p>Category 3, Objective 2: 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 an onsite visit.</p> <p>Percentage of requesting agencies that were implemented one or more 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 practices.</p> <p>Percentage of peer visitors that implemented one or more 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 of requesting agencies who rated the services as satisfactory or better. • Number of requesting agencies that implemented one or more of the report recommendations six months after onsite visit. • Number of peer-to-peer visits completed. • Number of peer visitors who completed an evaluation. • Number of peer visitors who reported the visit as useful providing information on practices. • Number of peer visitors that implemented one or more policies or practices six months after they were observed at the visited site. • Number of requesting agencies who completed an evaluation. • Number of requesting agencies who rated the services provided as satisfactory or better. • Number of web sites developed. • Number of web sites maintained. • Number of publications developed. • Number of publications disseminated. • Number of requests for information responded to.
<p>Category 3, Objective 3: Increase information provided to BJA and the criminal and tribal justice communities.</p>	<p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of advisory/focus groups held. • Number of advisory/focus group attendees who completed an

	<p>Percentage of training participants who rated the training as satisfactory or better.</p>	<p>evaluation.</p> <ul style="list-style-type: none"> • Number of advisory/focus group attendees rated the advisory/focus group as satisfactory or better. • Number of documents produced as a result of advisory/focus groups. • Number of documents disseminated to the field as a result of advisory/focus groups. • Number of times the requesting agency evaluated the product of the advisory/focus group. • Number of trainings held. • Number of training attendees who completed an evaluation. • Number of training attendees who rated the training satisfactory or better.
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How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration. 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 applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 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.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial

assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. 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 an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.815, titled "Tribal Civil and Criminal Legal Assistance Grants, Training, and Technical Assistance," and the funding opportunity number is BJA-2010-2676.
6. **Select the Correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple categories, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of your application.
7. **Submit an Application Consistent with this Solicitation.** 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 whether the application has been received and validated or rejected, with an explanation. **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 a rejection notification.

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

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact BJA staff 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 Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk 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 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.

Notifications regarding known technical problems with Grants.gov 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 Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. OJP recommends that, if applicable, 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 Narrative (Attachment 1)

The program narrative must respond to the solicitation and Selection Criteria 1, 2 (separate attachment for the timeline), 3 (separate attachment for resumes and separate attachment for MOUs), and 5 listed below 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 20 pages. Please number pages "1 of 20," "2 of 20," etc. The first page of the program narrative must be a brief project abstract. The project abstract page does not count toward the 20-page limit for the program narrative.

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 2)

Applicants must submit the budget worksheets and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's web site at

www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. Applicants should allocate funds to cover travel/costs to attend at least one BJA-sponsored training per year.

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 (Attachment 3), Resumes (Attachment 4), and Memorandums of Understanding (Attachment 5)

Attach a project timeline with each task, expected completion date, and responsible person or organization; resumes for key positions; and if applicable, memorandums of understanding (MOUs) that outline the partners' responsibilities.

Tribal Authorizing Resolution (Attachment 6, if applicable)

If an application is being submitted by either 1) a tribe or tribal organization, or 2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/assistance provided under the grant.

Selection Criteria

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

Demonstrate a thorough understanding of the complex issues confronting tribal court/justice systems in American Indian and Alaska Native communities. For Categories 1 and 2, identify the problem in providing legal assistance to indigent defendants and participants in tribal justice systems. For Category 3, identify the need for effective, targeted advocacy training and technical assistance to judicial system personnel in tribal justice systems, outlining the issues to be addressed in the two advocacy trainings, using data to support the need for the training.

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

Describe your strategy to address the needs identified in the Statement of the Problem. Clearly state how you will enhance tribal legal assistance for Category 1 (civil) or 2 (criminal) and identify the clients to be served under the grant, giving estimates of number of cases. Please use data to support your estimates. For Category 3 (training and technical assistance) describe how your strategy will implement the category-specific deliverables listed on pages 2–3 and ensure in writing you are not duplicating existing advocacy training(s) provided by other OJP Tribal TTA providers. For all Categories, tie project activities/deliverables to goals and objectives in the program design's strategy; and include a timeline, milestones, and responsible individual or organization as Attachment 3.

3. Capabilities/Competencies (35 percent of 100)

For all categories, describe the applicant's management structure, staffing, and in-house or contracted capacity to complete each of the proposed tasks/projects. Include resumes or position descriptions of personnel or contractors who will be responsible for activities under the grant (as Attachment 4); and if applicable, define the roles and responsibilities and qualifications of co-applicants and partners in MOUs (as Attachment 5).

For Categories 1 and 2, provide specific examples of the applicant's expertise in:

- Working with American Indian and/or Alaska Native communities.
- Providing cost-effective legal assistance to individuals in tribal justice systems, specifically handling civil or criminal legal assistance cases, depending on the category.

For Category 3, provide specific examples of the applicant's expertise in:

- Working with American Indian and/or Alaska Native communities.
- Providing training and technical assistance that is comprehensive and user-friendly to develop and enhance tribal justice systems.
- Developing culturally competent curricula based on adult learning theory.
- Developing uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
- Developing and disseminating publications, teleconferencing, peer-to-peer consultations, onsite assistance, and ongoing offsite assistance by phone and e-mail.
- Working with federal agencies (DOJ, Indian Health Service, Bureau of Indian Affairs, Substance Abuse and Mental Health Services Administration) and other tribal justice providers to coordinate services.

4. Budget (10 percent of 100)

Provide a budget and budget narrative that are complete, allowable, and cost effective (as Attachment 3). For Category 3, applicants must budget funding to travel to up to one Department of Justice-sponsored grant meeting. Applicants should estimate the costs of travel and accommodations for two staff to attend three meetings in Washington D.C.

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 and how, 2) how it will be assessed/analyzed, and 3) how the information will be used to inform the project's progress.

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. BJA 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, geographic separation and diversity, 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
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- 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
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 Tribal Civil and Criminal Legal Assistance Grants, Training,
and Technical Assistance

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

Eligibility Requirements

- Categories 1 and 2: Non-profit entities that provide legal assistance services to members of Indian tribes or tribal justice systems pursuant to federal poverty guidelines
- Category 3: National or regional membership organizations and associations whose membership consists of judicial system personnel within tribal justice systems

The Federal Request is within Allowable Limits and not to exceed:

- Categories 1 and 2: \$1,250,000
- Category 3: \$400,000

The Application Components:

- Program Narrative:
 - Program Abstract
 - Statement of the Problem/Program
 - 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
- Resumes
- Memorandums of Understanding
- Tribal Authorizing Resolution (if applicable)

Program Narrative Format:

- Double-spaced
- 12-point standard font
- Not less than 1" margins
- Abstract is 1 page or less
- Narrative is 20 pages or less

Other:

- Standard 424 form
- DUNS number
- Central Contractor Registration (CCR)