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The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Tribal Civil and Criminal Legal Assistance (TCCLA) Program. TCCLA provides funding to non-profits and organizations for quality legal assistance targeting members of Indian tribes and tribal justice systems and quality technical assistance to support development and enhancement of tribal justice systems. The goal of TCCLA is to enhance tribal court systems and improve access to civil and criminal court systems. This program furthers the Department's mission by providing assistance to promote the fair and impartial administration of justice at the tribal level.

## **Tribal Civil and Criminal Legal Assistance Grants, Training, and Technical Assistance FY 2013 Competitive Grant Announcement**

### **Eligibility**

#### **CATEGORY 1: TRIBAL CIVIL LEGAL ASSISTANCE GRANTS**

Applicants in Category 1 are limited to non-profit organizations (tribal and non-tribal), as defined by Internal Revenue Code (I.R.C.) § 501(c)(3), including tribal enterprises and educational institutions (public, private, and tribal colleges and universities) 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. Federal poverty guidelines are updated every year by the U.S. Department of Health and Human Services ([aspe.hhs.gov/poverty/12poverty.shtml](http://aspe.hhs.gov/poverty/12poverty.shtml)).

#### **CATEGORY 2: TRIBAL CRIMINAL LEGAL ASSISTANCE GRANTS**

Applicants in Category 2 are limited to non-profit organizations (tribal and non-tribal), as defined by (Internal Revenue Code (I.R.C.) § 501(c)(3)), including tribal enterprises and educational institutions (public, private, and tribal colleges and universities) 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. Federal poverty guidelines are updated every year by the U.S. Department of Health and Human Services ([aspe.hhs.gov/poverty/12poverty.shtml](http://aspe.hhs.gov/poverty/12poverty.shtml)).

#### **CATEGORY 3: TRIBAL JUSTICE TRAINING AND TECHNICAL ASSISTANCE GRANTS**

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.

Note: BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

## **Deadline**

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. (See "How To Apply," page 23.) All applications are due by 11:59 p.m. eastern time on April 4, 2013. (See "Deadlines: Registration and Application," page 4.)

## **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

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

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

**Grants.gov number assigned to announcement:** BJA-2013-3501

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

## **Overview**

Authorized by the Indian Tribal Justice Technical and Legal Assistance Act of 2000, P.L. 106-559, Title I, BJA's Tribal Civil and Criminal Legal Assistance (TCCLA) grants enhance tribal justice systems and improve access to those systems. Targeted to non-profit organizations as defined in the eligibility on the title page, the grants serve to strengthen and improve the representation of indigent respondents in civil causes of action and indigent defendants in criminal cases under the jurisdiction of Indian tribes. These services are also targeted to tribes that meet the federal poverty guidelines. Finally, a third category funds training and technical assistance (TTA) that supports the development and enhancement of tribal justice systems.

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks** before the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on April 4, 2013. See "How to Apply" on page 23 for details. Note that while the deadline for submission is 11:59 p.m. eastern time on April 4, 2013, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on page 2 for more information about BJA's Justice Information Center).

## **Eligibility**

Refer to the title page for eligibility under this program.

## **TCCLA Grants, Training, and Technical Assistance—Specific Information**

The TCCLA program helps enhance the operations of tribal justice systems and improves access to those systems. TCCLA provides grants to organizations to provide legal services for indigent defendants and respondents in tribal justice systems. In addition, this solicitation calls for applications to provide TTA for the development, enrichment, and enhancement of judicial system personnel and practices within tribal justice systems.

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

The goals of TCCLA are to 1) enhance the operations of tribal justice systems and improve access to those systems, and 2) provide TTA for development and enhancement of tribal justice systems. Related objectives are to provide quality technical and legal assistance and to encourage collaboration among grantees, Indian tribes, and the tribal justice community to enhance the provision of legal services in tribal justice systems. Grantee objectives include

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providing procedural justice and enhancing due process in tribal civil and criminal legal procedures, legal infrastructure enhancements, public education, and TTA for the development and enhancement of tribal justice systems.

In Categories 1 and 2, funding may be awarded to organizations to collaborate with tribal courts to provide direct indigent defense representation in tribal civil and criminal proceedings. This can include strategies to collaborate with private, public, or tribal colleges and universities to create clinical programs that serve these goals. Clinical programs can also provide legal services to tribes that qualify under the poverty guidelines. These services might include code development and legal representation. Programs may also provide assistance to enhance the operation of tribal courts in addressing tribal safety issues, such as alternatives to incarceration and enhanced sentencing authority under the Tribal Law and Order Act (TLOA).

In Category 3, funding will be used to provide regional and national training to tribal court professionals across the United States. This training can include tools such as a distance learning module for tribal judicial personnel, online tools, and printed information for public education, code development, and the dissemination of training information to help build capacity in tribal justice systems.

Any grantees that have subgrantees will be required to collect and report on TCCLA performance measures for all subgrantees; and identify and explain trends from the performance measure data submissions, including data collection practices and assessing subgrantee capacity for reporting during site visits and phone calls; and will make recommendations for improvement.

## **Tribal Law and Order Act of 2010**

Applicants and tribal criminal justice systems are encouraged to review the Indian Civil Rights Act of 1968 (25 U.S.C. 1302), as amended by Section 234 of the Tribal Law and Order Act of 2010 (TLOA), [Public Law 111-211](#). The TLOA amendments to the Indian Civil Rights Act provide for enhanced tribal court sentencing authority in criminal cases when tribal courts use qualified judges, set forth additional minimum standards for tribal courts with respect to defendant rights (including the right to effective assistance of qualified counsel), and make publicly available tribal criminal codes, rules of evidence, and rules of criminal procedure of the tribal government before charging a defendant; and record the criminal proceedings in which the tribal court invoked TLOA's enhanced sentencing authority. BJA encourages the use of resources to assist tribes in the exercise of these new authorities.

## **Amount and Length of Awards**

BJA anticipates that it will make several awards for the amounts and project periods indicated below. Applicants may submit their applications under any of the following categories. Applicants should clearly indicate in the abstract under which category they are applying.

Category 3 applicants are strongly encouraged to partner with other organizations, including public, private, or tribal educational institutions, to submit joint applications for the required services and deliverables. (Note: one organization partner must agree to serve as the lead organization for the purpose of submitting the application and, if the application is selected for award, for purposes of award administration.)

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

Applicants should substantiate the need for all equipment budgeted.

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

**CATEGORY 1: TRIBAL CIVIL LEGAL ASSISTANCE GRANTS. Competition ID: BJA-2013-3502.**

BJA anticipates making one or more awards under Category 1. No single award will exceed \$875,000. Applications may request any dollar amount up to \$875,000. Applications requesting funding for projects that serve a small number of tribes are encouraged and should request significantly fewer funds. The project period is for up to 24 months.

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. These services may include guardian ad-litem appointments, court-appointed special advocates, and development and enhancement of tribal court policies, procedures, and code. Applications should describe the following: how the eligibility for direct service resources is defined; how eligible tribal communities will be made aware of the direct service resources; and how prioritization and selections will be made to determine where to focus resources among the eligible tribal communities.

Also, applications should include the establishment of an advisory committee that regularly convenes tribal leadership, legal service organizations, civil legal aid offices, and tribal public defenders with the goal of fostering collaboration and cooperation and minimizing duplication.

**CATEGORY 2: TRIBAL CRIMINAL LEGAL ASSISTANCE GRANTS. Competition ID: BJA-2013-3503.**

BJA anticipates making one or more awards under Category 2. No single award will exceed \$875,000. Applications may request any dollar amount up to \$875,000. Applications requesting funding for projects that serve a small number of tribes are encouraged and should request significantly fewer funds. The project period is for up to 24 months.

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 to tribal members may include adult criminal actions, juvenile delinquency actions, and guardian ad-litem appointments arising out of criminal delinquency acts or development. Legal support to tribal governments and tribal justice systems may include, but is not limited to, the enhancement of tribal court policies, procedures, and code. Applications should describe the following: how the eligibility for direct service resources is defined; how eligible tribal communities will be made aware of the direct service resources; and how prioritization and selections will be made to determine where to focus resources among the eligible tribal communities. BJA encourages applications seeking to create clinical programs in academic settings to provide these services.

Also, applications should include the establishment of an advisory committee that regularly convenes tribal leadership, legal service organizations, civil legal aid offices, and tribal public defenders with the goal of fostering collaboration and cooperation and minimizing duplication.

**CATEGORY 3: TRIBAL JUSTICE TRAINING AND TECHNICAL ASSISTANCE GRANTS.**  
**Competition ID: BJA-2013-3504.**

BJA anticipates making one award under Category 3 for up to \$500,000. The project period is for up to 24 months.

Under Category 3, applications from TTA providers must demonstrate the capacity to:

- Deliver national or regional scope TTA to tribal justice systems.
- Coordinate to ensure no duplication of trainings, and work closely with BJA and all DOJ tribal justice system TTA providers ([www.justice.gov/tribal/prior-sessions.html](http://www.justice.gov/tribal/prior-sessions.html)).

The selected TTA provider shall provide the following:

- Plan and conduct two training events based on gaps in service currently provided to tribal justice systems. The ideas proposed should not duplicate services already funded, including training provided under BJA's Tribal Courts program and by other TCCLA partners who are offering training on issues including effective advocacy and exercising enhanced sentencing authority. For FY 2013, one of the priorities for BJA, based on feedback from the field, will be to fund TTA on implementing holistic approaches in the representation of tribal members in tribal courts, which could include collaboration between civil and criminal indigent defense and other related services for tribal members to enhance outcomes for clients consistent with the TCCLA program and principles of healing and wellness.
- Develop and implement, in conjunction with BJA, online tools and printed materials to support the trainings outlined in the bullet above. Training and materials described below should include education to the public and Indian tribes on legal assistance and Indian Country justice systems and technical assistance to grantees in Categories 1 and 2. Training will be developed in conjunction with BJA.
- Provide ongoing technical assistance to tribal justice systems including at least three onsite assistance visits during the period of the grant. Technical assistance formats include, but are not limited to, telephone, distance learning, web-based, written, and/or onsite assistance.
- Develop and disseminate up to three publications 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.
- Attend and present at national DOJ events, in coordination with BJA, providing information on legal assistance activity.
- Provide scholarships to support tribes with inadequate resources to attend tribal justice systems trainings, specifically the two trainings that will be provided as deliverables under Category 3.
- Coordinate with the BJA tribal TTA partners and other partners and federal agencies as appropriate to the projects.

**GrantStat:**

The TTA provider will be required to participate in GrantStat with BJA staff for TCCLA grantees. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key

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indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. TTA providers will be required to participate (via phone or in-person) in regular meetings and report on information and key findings from their interaction with the grantees as the TTA provider.

**NTTAC:**

BJA TTA projects funded under Category 3 are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). The successful applicant will be required to comply with these protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to reasonably modify these protocols at any time at its discretion.

**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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

**Minimization of Conference Costs**

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including, meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical



planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

### **Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

## **Performance Measures**

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. For Category 1 and 2, award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at [www.bjaperformancetools.org](http://www.bjaperformancetools.org). For Category 3, award recipients will be required to report the applicable performance measures quarterly in BJA's online Training and Technical Assistance Reporting System (TTARS), located at: [ttars.bjatools.org](http://ttars.bjatools.org). Performance measures for this solicitation are as follows:

Objectives	Performance Measure	Description	Data Grantee Provides
<p><b>Category 1:</b> Tribal Civil Legal Assistance: Provide civil legal assistance services for Indian tribes, members of Indian tribes, and tribal justice systems, including guardians ad-litem and court-appointed special advocates pursuant to the federal poverty guidelines.</p>	<p>Percent increase in clients served.</p> <p>Percentage of clients who rated the services of their grant-funded attorney as satisfactory or better.</p>	<p>This includes any tribal organizations, members of Indian tribes, or other tribal entities receiving civil legal services.</p> <p>This requires that clients are surveyed after receiving legal services to gauge their level of satisfaction (i.e. customer satisfaction).</p>	<p>Number of clients served during the current reporting period.</p> <p>Number of clients served during the previous reporting period.</p> <p>Number of clients who rated the services of their grant-funded attorney as satisfactory or better.</p> <p>Number of respondents who rated the clients services of their grant-funded attorney.</p>
<p><b>Category 2:</b> Tribal Criminal Legal Assistance: 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, guardian ad-litem appointments arising out of criminal or delinquency acts.</p>	<p>Percent increase in defendants served.</p> <p>Percentage of defendants who rated the services of their grant-funded attorney as satisfactory or better.</p>	<p>Defendants include any tribal organizations, members of Indian Tribes, or other tribal entities receiving criminal legal services.</p> <p>This requires that defendants are surveyed after receiving legal services to gauge their level of satisfaction (i.e. customer satisfaction).</p>	<p>Number of defendants served during the current reporting period.</p> <p>Number of defendants served during the previous reporting period.</p> <p>Number of defendants who rated the services of their grant-funded attorney as satisfactory or better.</p> <p>Number of defendants who rated the services of their grant-funded attorney.</p>
<p><b>Category 3, Objective 1:</b> Increase the knowledge of criminal and tribal justice practitioners through:</p> <ul style="list-style-type: none"> <li>• In-person training.</li> <li>• Web-based learning.</li> <li>• Distance learning using CD/DVDs.</li> <li>• Developing or revising training curricula.</li> </ul>	<p>Percentage of in-person or web-based participants who successfully completed the program.</p> <p>Percentage of in-person or web-based participants who rated the training as satisfactory or better.</p> <p>Percentage of in-person or web-based participants trained and subsequently demonstrated performance improvement.</p>		<p>Number of <b>in-person trainees</b> who:</p> <ul style="list-style-type: none"> <li>• Attended each training.</li> <li>• Completed each training.</li> <li>• Completed an evaluation</li> <li>• Rated the training as satisfactory or better.</li> <li>• Completed a pre-and post-test.</li> <li>• Had an improved post-test score over their pre-test.</li> </ul> <p>Number of <b>web-based</b></p>

	<p>Percentage of organizations that rated the training as satisfactory or better.</p> <p>Number of curricula developed.</p> <p>Number of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>		<p><b>trainees</b> who:</p> <ul style="list-style-type: none"> <li>• Started the training.</li> <li>• Completed the training.</li> <li>• Completed an evaluation.</li> <li>• Rated the training as satisfactory or better.</li> <li>• Completed a pre-and post-test.</li> <li>• Had an improved post-test score over their pre-test.</li> </ul> <p>Number of <b>organizations</b> that:</p> <ul style="list-style-type: none"> <li>• Received CD/DVDs.</li> <li>• Received CD/DVDs that responded to the survey.</li> <li>• Rated the CD/DVD as satisfactory or that the CD/DVD met their training needs.</li> </ul> <p>Number of <b>training curricula</b>:</p> <ul style="list-style-type: none"> <li>• Developed.</li> <li>• Pilot tested.</li> <li>• Revised after being pilot tested.</li> </ul>
<p><b>Category 3, Objective 2:</b> Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of agencies that rated services as satisfactory or better.</p> <p>Percentage of agencies that implemented one or more recommendations.</p>		<p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of onsite visits completed.</li> <li>• Number of agencies that completed an evaluation of services.</li> <li>• Number of agencies that rated the services as satisfactory or better.</li> <li>• Number of reports submitted to requesting agencies after onsite visits.</li> <li>• Number of requesting agencies that implemented one or more of the report recommendations 6</li> </ul>

	<p>Percentage of people who received peer visits who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of people who received peer visits who implemented one or more policies or practices 6 months after they were observed.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p> <p>Number of web sites developed</p> <p>Number of web sites maintained.</p> <p>Number of publications developed.</p> <p>Number of publications disseminated.</p> <p>Percentage of resolved calls for assistance.</p>		<p>months after onsite visit.</p> <ul style="list-style-type: none"> <li>• Number of peer-to-peer visits completed.</li> <li>• Number of people who received peer visits who completed an evaluation.</li> <li>• Number of people who received peer visits who reported that the visit was useful in providing information on policies or practices.</li> <li>• Number of people who received peer visits who implemented one or more policies or practices six months after they were observed.</li> <li>• Number of people who received peer visits</li> <li>• Number of requesting agencies who completed an evaluation.</li> <li>• Number of requesting agencies that rated the services provided as satisfactory or better.</li> <li>• Number of web sites developed.</li> <li>• Number of web sites maintained.</li> <li>• Number of publications developed.</li> <li>• Number of publications disseminated.</li> <li>• Number of information requests</li> <li>• Number of information requests responded to.</li> </ul>
<p><b>Category 3, Objective 3:</b> Increase the dissemination of</p>	<p>Number of conferences or forums held.</p>		<p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of advisory/focus</li> </ul>

<p>information to help build capacity in tribal justice systems.</p>	<p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p> <p>Number of publications developed.</p> <p>Number of publications disseminated.</p> <p>Percentage of evaluations rating the materials as satisfactory or better</p> <p>Number of training activities conducted.</p> <p>Percentage of participants who rated the training as satisfactory or better.</p>		<p>groups held.</p> <ul style="list-style-type: none"> <li>• Number of advisory/focus group attendees who completed an evaluation.</li> <li>• Number of advisory/focus group attendees rated the advisory/focus group as satisfactory or better.</li> <li>• Number of documents produced as a result of advisory/focus groups.</li> <li>• Number of documents disseminated to the field as a result of advisory/focus groups.</li> <li>• Number of evaluations provided.</li> <li>• Number of agencies that rated the product as satisfactory or better.</li> <li>• Number of training activities conducted.</li> <li>• Number of trainees who completed an evaluation.</li> <li>• Number of trainees who rated the training satisfactory or better.</li> </ul>
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OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 14 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine

whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP Other Requirements for OJP Applications” web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov/](http://www.fsrs.gov/).

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and Tribal Agreements (for Categories 1 and 2). Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Abstract,” “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,”

“Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that resumes be included in a single file.

### **1. Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant’s profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

### **2. Abstract**

Applications should include a high-quality “Project Abstract” that summarizes the proposed project in 400 words or less, not to exceed one page. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with <Project Abstract> as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

The abstract should identify the applicant’s name, title of the project, and dollar amount requested. The abstract should include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans.

In addition, Category 1 and 2 applicants should include the service area description, constituents eligible for service, number of Indian tribes in service area, the estimated number of tribal members and tribes to be served, and each tribe’s jurisdictional arrangement (e.g., Public Law 83-280). Applicants should identify existing tribal public defender office(s), existing relationship (e.g., tribal resolution) to each tribe where services are provided to members of the tribe, and tribes in the service area where no relationships exist but other arrangements exist with other service provider. Identify any further service gaps and duplication of efforts and services.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

### **3. Program Narrative**

The program narrative must respond to the solicitation and Selection Criteria 1-4 listed below in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 15 pages. Number pages “1 of 15,” “2 of 15,” etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation

- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures and Sustainment  
BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.
- e. Sustainability Plan

Further information is available under the Selection Criteria section, page 19.

#### **4. Budget Detail Worksheet and Budget Narrative**

##### **a. Budget Detail Worksheet**

See pages 6-7 for examples of what can be funded under this initiative. Applicants must budget funding for one programmatic and one financial point of contact to travel to one DOJ-sponsored financial management training, offered regionally. For locations and dates of the trainings, see [www.esi-bethesda.com/OJPtraining/locations.html](http://www.esi-bethesda.com/OJPtraining/locations.html). Applicants who have previously received a grant award from BJA and have participated in this training as part of that previous award may seek permission to instead participate in the online version of the training if they receive an FY 2013 grant award through this solicitation.

Applicants must also budget funding to travel to one 2-day national training sponsored by BJA's national training and technical assistance provider for the Tribal Civil and Criminal Legal Assistance Program. Provide a reasonable best estimate of travel costs.

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

##### **b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.



The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

The application must contain a budget and budget narrative that responds to the solicitation and the Selection Criteria listed below. Applicants should substantiate the need for all equipment budgeted.

For Category 1 and 2, applicants should budget for the costs of travel and accommodations for advocate(s) or attorney(s) to attend two to three trainings during the grant period. For Category 3, applicants should budget for the cost of travel and accommodations for staff to travel to three DOJ-sponsored grant meetings.

**5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Tribal Agreement(s) (if applicable)**

For Categories 1 and 2, applicants must submit documentation (such as performance metrics, or founding documents for the organization) to show that the application has historically provided services to tribes or members of tribes that it proposes to serve under the application, or provide a written agreement, tribal resolution, or equivalent form of legal enactments with each tribe, stating their support for the project and its commitment to participate in the project if it is selected for funding. If the document is an agreement and the applicant is unable to submit, with the application, a fully-executed (i.e., signed) copy of appropriate legal documentation as described above, the applicant should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application. If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

**7. Additional Attachments: Project Timeline, Resumes, and Memorandums of Understanding**

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.

**a. Applicant disclosure of pending applications**

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative

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and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

**8. Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP’s funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances\\*](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements\\*](#)  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

c. [Accounting System and Financial Capability Questionnaire](#)

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

The following five selection criteria will be used to peer review each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

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

Demonstrate a thorough understanding of the complex issues confronting tribal justice systems in tribal communities and Alaska Native villages. For Categories 1 (civil) and 2 (criminal), identify the problem the applicant seeks to address in providing legal assistance to indigent defendants and tribal justice systems. For Category 3 (TTA), identify the need for tribal capacity development or enhancement of policies and procedures, public education, and effective, targeted training and technical assistance to judicial system personnel in tribal justice systems, outlining the issues to be addressed in the two trainings, using data to support the need for the training.

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

Describe your strategy to address the needs identified in the Statement of the Problem and how you will accomplish the goals of this solicitation. Clearly state how you will enhance tribal legal assistance for Category 1 (civil) or 2 (criminal) and identify the clients, including which tribes and/or members of which tribes will be served under the grant. For each group, provide an estimate of the number of cases that will be provided assistance under this application. Use data to support your estimates. Finally for Categories 1 and 2, discuss the establishment of an advisory committee that regularly convenes tribal leadership, legal service organizations, civil legal aid offices, and tribal public defenders with the goal of fostering collaboration and cooperation and minimizing duplication. For Category 3 (TTA) describe how your strategy will implement the category-specific deliverables listed on page 7 and ensure in writing you are not duplicating existing training(s) provided by other DOJ tribal TTA providers ([www.justice.gov/tribal/prior-sessions.html](http://www.justice.gov/tribal/prior-sessions.html)). 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 an attachment.

### 3. Capabilities and Competencies (30 percent of 100)

For all categories, describe the 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 an attachment), and if applicable, define the roles and responsibilities and qualifications of co-applicants and partners in MOUs (in an attachment).

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

- Hiring personnel and subcontractors must meet both criteria below:
  - A) subject matter expertise and educational credentials and
  - B) either 1) *demonstrated experience* in tribal government and law enforcement or tribal justice systems and services, federal-tribal-state relations and intergovernmental protocols, tribal culture and community dynamics, community relations or protocols including tribal colleges and universities, and working knowledge of the federal trust responsibility and Indian law; or 2) entry-level positions *shall* include training on working effectively with Indian tribes and study of the current tribe(s) and tribal justice system(s) in the service area.
- Providing cost-effective legal assistance to individuals in tribal justice systems, specifically handling civil or criminal legal assistance cases, depending on the category.
- Providing assistance to Indian tribes on policies and procedure development, such as drafting codes and implementation of TLOA.
- Providing public education on legal assistance in Indian Country.

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

- Hiring personnel and subcontractors must meet both criteria below:
  - A) subject matter expertise and educational credentials and
  - B) *demonstrated experience* in tribal government, law enforcement and tribal justice systems and services, federal-tribal-state relations and intergovernmental protocols, tribal culture and community dynamics, community relations or protocols including tribal colleges and universities, and working knowledge of the federal trust responsibility.
- 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.

#### **4. Plan for Collecting the Data Required for this Solicitation's Performance Measures and Sustainment (10 percent of 100)**

Describe the process you will use to measure the performance of your project. This should include measures of adhering to project timelines, meeting deliverables schedules, obtaining input from customers, and seeking feedback from stakeholders. Identify the person or group that will be responsible for collecting and reporting the required performance measurement data outlined in the Performance Measures section. Describe any baseline data that will be used, the method you will use to store data, and any safeguards you will put in place to protect personally identifiable information (PII). Describe how you will use your findings to improve your program, and finally, describe how you'll share the measureable results of your program with your customers and stakeholders. Award recipients will be required to report

the performance measures in BJA's online Performance Measurement Tool (PMT) or the Training and Technical Assistance Reporting System (TTARS).

Outline a strategy for sustaining the project when the federal grant ends. Include use of practical sustainment strategies throughout the life of the grant period.

#### **5. Budget (10 percent of 100)**

Budgets should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>1</sup> For Category 1 and 2, applicants should budget for the costs of travel and accommodations for advocate(s) or attorney(s) to attend two to three trainings during the grant period. For Category 3, applicants should budget for the cost of travel and accommodations for staff to travel to three DOJ-sponsored grant meetings.

### **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. BJA 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 review 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. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with BJA, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet 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 award decisions will be made by the Assistant Attorney General, in consultation with the DOJ Office of Tribal Justice, who also may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, pending grants and resources of applicants under prior TCCLA awards and available funding when making awards.

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<sup>1</sup> Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

For more information on the notification process for grants, see BJA's Grants 101 training at [www.ojp.gov/grants101/award.htm](http://www.ojp.gov/grants101/award.htm).

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- 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
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note:** BJA encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used to 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** 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-2013-3501.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
8. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether OJP has received and validated the application, or rejected it, with an explanation. **Important:** OJP urges applicants to submit applications **72 hours prior to** the application due date to allow time to receive the validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. 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

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extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA Justice Information Center (see page 1 for contact information) **within 24 hours after the deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approved requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, BJA will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, BJA will reject the applications as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 with the applicant’s computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojpperreview@lmbps.com](mailto:ojpperreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

# Application Checklist

## FY 2013 Tribal Civil and Criminal Legal Assistance Grants, Training, and Technical Assistance

This application checklist has been created to assist in developing an application.

### Eligibility Requirement:

- Eligible applicant (see page 1)
- The federal amount requested is within the allowable limit(s).

### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 15)
- Abstract (see page 15)
- Program Narrative\* (see page 15)
- Budget Detail Worksheet\* (see page 16)
- Budget Narrative\* (see page 16)
- Disclosure of Lobbying Activities (SF-LLL) (see page 24)
- Indirect Cost Rate Agreement (if applicable) (see page 17)
- Tribal Agreements\* (if applicable) (see page 17)
- Additional Attachments (see page 17)
  - Project Timeline
  - Resumes
  - Memorandum of Understanding
- Other Standard Forms as applicable (see page 18), including:
  - Accounting System and Financial Capability Questionnaire (if applicable)

\*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.