



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for Tribal Courts Assistance Program and Indian Alcohol and Substance Abuse Program Training and Technical Assistance. This program furthers the Department's mission by providing training and technical assistance to grant recipients under Purpose Area 3 of the DOJ [Coordinated Tribal Assistance Solicitation](#) that will assist these tribal communities in planning and implementing comprehensive strategies to develop and enhance tribal justice systems and to reduce and control crime associated with alcohol and other drug abuse.

Tribal Courts Assistance Program and Indian Alcohol and Substance Abuse Program Training and Technical Assistance FY 2013 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning experienced in training and technical assistance efforts in tribal jurisdictions. The applicant must show evidence of expertise with tribal justice issues and past experience in providing training and technical assistance to tribes. Applications from tribal organizations are encouraged. Private, for-profit organizations must agree to waive any profit or fee. Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly designated as the primary applicant (for correspondence, award, and management purposes) and the other(s) designated as co-applicant(s). **Note:** BJA is seeking training and technical assistance providers for provision of services to assist Tribal Courts Assistance Program and Indian Alcohol and Substance Abuse Program grantees in meeting their goals and objectives. These grantees are engaged in multiple-system comprehensive programming, and providers should consider partnering with organizations to ensure that all grantee needs can be met.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 20) All applications are due by 8:00 p.m. eastern time on May 30, 2013. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read: [Important Notice: Applying for BJA Grants in Grants.gov.](#)

Contact Information

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

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact M. Patricia Thackston, Policy Advisor, by telephone at 202-307-0581, or by e-mail at m.patricia.thackston@usdoj.gov.

Grants.gov number assigned to this announcement: BJA-2013-3596

Release date: April 10, 2013

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Tribal Courts Assistance Program and Indian Alcohol and Substance Abuse Program Training and Technical Assistance (CFDA #16.616)

Overview

In FY 2012, for a third year, DOJ undertook a comprehensive and coordinated approach for tribal governments to apply for funding to reduce and prevent crime and victimization. Through this process, the Department's existing tribal government-specific programs are included in and available through a single [Coordinated Tribal Assistance Solicitation](#) (CTAS). Through CTAS, only one application is accepted from each federally recognized tribe. Each tribe can apply for funding under up to 10 purpose areas, which includes funding from DOJ's Office of Community Oriented Policing Services, Office on Violence Against Women, and Office of Justice Programs (including BJA, the Office for Victims of Crime, and the Office of Juvenile Justice and Delinquency Prevention). Through one application, tribes have the flexibility to apply for funding in as many purpose areas as desired based on expressed needs. BJA is seeking a training and technical assistance (TTA) provider for grantees funded under one CTAS purpose area.

The Tribal Court Assistance Program (TCAP) and the Indian Alcohol and Substance Abuse Program (IASAP) Training and Technical Assistance provides support to federally recognized American Indian and Alaska Native tribal governments that have received grants through the CTAS Purpose Area (PA) 3: Tribal Justice Systems, and Alcohol and Substance Abuse. In FY 2012, the allowable activities funded through TCAP and IASAP, were expanded to encompass the full spectrum of programs and activities included in tribal justice systems. TCAP and IASAP provide support to tribal governments to plan, implement, or enhance tribal justice systems and to address crime issues related to alcohol and substance abuse. Under PA 3, tribes could apply for funding to develop, enhance, and continue tribal justice systems including: alcohol and substance abuse prevention, law enforcement, pretrial services, risk and needs assessment development and implementation, diversion programming, tribal court services, healing to wellness courts, intervention and/or treatment, detention programming, community corrections, reentry planning and programming, justice system infrastructure enhancement, justice system information sharing, and other justice system needs. Tribes could also seek funding to support exercising enhanced authorities and provisions under the Tribal Law and Order Act.

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit 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 8:00 p.m. eastern time on May 30, 2013. See "How to Apply" on page 20 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

Goals and Objectives

The primary goal of TCAP and IASAP TTA is to assist CTAS PA 3 grantees in meeting the goals and objectives of their grant funding. BJA is seeking TTA providers with demonstrated expertise in assisting tribal jurisdictions with developing and managing culturally relevant subject matter curricula (including web-based platforms); and developing cost-effective technical assistance responses, including telephonic, web-based (podcasts, webinars), and in-person consultation as well as publication development and dissemination of tools and documents. The TCAP and IASAP providers should be able to: 1) provide proactive, comprehensive, user-friendly TTA services which are culturally relevant; and 2) demonstrate uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.

Category 1: Tribal Courts Assistance Program Training and Technical Assistance.

Competition ID: BJA-2013-3597

TCAP was initially authorized under 25 U.S.C. § 3681 of the Indian Tribal Justice Technical and Legal Assistance Act of 2000. TCAP provides support to federally recognized tribal governments for the development, implementation, and enhancement of tribal judicial systems that are culturally appropriate for their communities. TCAP TTA assists grantees and the field at large in meeting the goals of this program, including: establishing a tribal court core structure including code development; improving case management; training court personnel; implementing case management and tracking systems; enhancing prosecution and indigent defense; supporting diversion, pretrial, probation, alternative sentencing, and community supervision; and designing intertribal or tribal appellate systems. The TTA provider will also provide and make resources available to the field at large.

Category 2: Indian Alcohol and Substance Abuse Program Training and Technical Assistance. Competition ID: BJA-2013-3598

IASAP, initially established by Pub. L. 106-553, provides support to federally recognized tribal governments to plan, implement, or enhance tribal justice strategies to address crime issues related to alcohol and substance abuse. IASAP TTA assists CTAS PA 3 tribal grantees in planning and implementing culturally relevant comprehensive strategies to reduce and control crime associated with alcohol and drug abuse, including: prevention; law enforcement; criminal justice diversion programming; community supervision of individuals with substance abuse treatment needs; and treatment provision within the community, during incarceration and throughout the reentry process. The TTA provider will also assist tribes seeking assistance with the development and implementation of tribal action plans (TAPs) as defined in the Tribal Law and Order Act. Additionally, the TTA provider will provide and make resources available to the field at large.

Requirements and Deliverables

- The TCAP TTA (Category 1) provider will serve as a national resource regarding culturally relevant tribal courts and tribal justice systems development and enhancement, including but not limited to: risk/needs assessment instruments and use of risk, responsivity, and needs-based criminal justice decision-making and programming; pretrial services; diversion programming; tribal court services; detention programming; community corrections; reentry

planning and programming; justice system infrastructure enhancement; and justice system information sharing.

- The IASAP TTA (Category 2) provider will serve as a national resource regarding culturally relevant alcohol and substance abuse programs on tribal lands and in tribal communities, including but not limited to: evidence-based alcohol and substance abuse prevention; risk and needs assessment development and implementation; evidence-based alcohol and substance abuse treatment; and responding to and preventing alcohol- and substance abuse-related crimes.

TTA providers under both Categories 1 and 2 will:

- Develop uniform TA request and response protocols.
- Provide proactive, culturally competent, comprehensive, and user-friendly TA, including developing publications, teleconferencing, peer-to-peer consultations, listserv communications, onsite TA, and ongoing TA by phone and e-mail.
- Develop and maintain a TA web site to include information produced by the TA provider, tools for grantees, links to appropriate resources and web sites, and a mechanism for requesting TA and providing feedback..
- Develop a tool for grantees to assess their progress in achieving the goals of their grant and use information to inform how TA will be delivered.
- Conduct site visits for grantees (including facilitating strategic planning meetings, conducting trainings, assisting with program design, reviewing data collection and analysis strategies, and advising grantees on meeting their objectives), and prepare a report for BJA within 60 days after each site visit that summarizes findings and recommended next steps. Follow-up, offsite assistance should be provided to implement any recommendations.
- Identify and maintain a list of expert consultants for TA support to grantees; consultants should be competent in tribal government protocols and culturally relevant approaches which represent all of the disciplines relevant to justice systems and/or alcohol and substance abuse programs.
- Plan for and host distance learning opportunities such as webinars and subject-specific conference calls. Provide a list of proposed webinar topics that meet the needs of the field.
- Develop and maintain a listserv of grantees for regular updates and communication among grantees.
- Identify and summarize best practices and lessons learned to share with other tribes and with BJA regarding implementing or expanding tribal justice systems and/or alcohol and substance abuse programs.
- Assist grantees in collecting and reporting on program performance measures.
- Review quarterly bi-annual narrative progress reports and quarterly performance data reports submitted by grantees. Participate with BJA in analyzing progress information and performance data and make recommendations to BJA in updating the TA strategy to be most responsive to the needs of grantees.
- Participate in GrantStat with BJA staff for grantees. Through GrantStat, a process to examine the performance of grant programs by tracking and comparing grantee and program performance along selected key indicators, BJA management and staff examine the performance of the programs funded by BJA by tracking grantee and program performance along several key 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 will be held accountable for the grantee's and program's performance as

measured against the program's goals and objectives. Within this framework, the TTA provider is required to participate (via phone or in-person) in regular meetings and report on information and key findings from their interaction with the grantees.

- Support national partners on related projects and maintain a presence at national or tribal conferences and training events, budgeting travel costs appropriately. Travel to and participate in the combined CTAS Orientation conference which will include TTA providers and FY 2013 grantees across all nine CTAS Purpose Areas (date and location TBD).
- Collaborate closely on an ongoing basis with BJA and other BJA funded tribal TTA providers to ensure that high quality assistance is provided to tribes in a coordinated manner without duplication of efforts on the part of TTA providers.
- Create an instrument for TA customer evaluation and feedback to communicate recipient levels of satisfaction with the services provided tracking and reporting results to BJA.

BJA TTA providers are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). The precise requirements and protocols are still under development, but once completed, 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.

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

BJA anticipates making up to one award of up to \$1.2 million for TCAP TTA (Category 1) and making up to one award of up to \$750,000 for IASAP TTA (Category 2) for a 12-month project period.

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

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, recipients may not use federal funds to pay total cash compensation (salary plus cash 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. Note: A recipient may compensate an employee at a greater 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. 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 for individuals with limited English proficiency may be allowable. 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 at www.ojp.usdoj.gov/funding/other_requirements.htm.

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. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's Training and Technical Assistance Reporting System (TTARS) available at www.bjatools.org. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Assist tribal governments in their effort to develop and implement effective crime strategies and improve the tribal justice systems by providing training and technical assistance to grantees including: <ul style="list-style-type: none"> • In-person, telephonic or e-mail technical assistance • In-person training • Web-based learning (webinars, online learning tools) • Teleconferences • Developing or revising training curricula. • Providing training scholarships 	Number of trainings held Percentage of participants who successfully completed the training Percentage of participants trained who rated the training as satisfactory or better Percentage of participants trained whose post-test indicated an improved score over their pre-test Percentage of participants who reported that the training provided information that could be utilized in their job	For the current reporting period: <ul style="list-style-type: none"> • Number of trainings held by delivery type: <ul style="list-style-type: none"> ○ In-person ○ Web-based (webinars and online learning tools) • Number of individuals who (by delivery type): <ul style="list-style-type: none"> ○ Participated in 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 ○ Completed the post-test with an improved score over their pre-test ○ Reported that the training

	<p>Number of agencies receiving technical assistance</p> <p>Percent of requesting agencies who rated services as satisfactory or better</p> <p>Amount of financial assistance provided for training</p> <p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p> <p>Percentage of deliverables that meet expectations for relevance and the depth, breadth, scope and quality, as determined by BJA</p>	<p>provided information that could be utilized in their job</p> <p>For current reporting period:</p> <ul style="list-style-type: none"> • Number of agencies that requested technical assistance • Number of agencies that received technical assistance • Number of onsite visits conducted • Number of agencies receiving technical assistance by telephone • Contacts made with agencies who requested assistance • Number of agencies that completed an evaluation • Number of agencies that rated the <i>timeliness</i> of the technical assistance as satisfactory or better • Number of agencies that rated the <i>quality</i> of the technical assistance as satisfactory or better • Number of individuals who received a training program scholarship • Dollar amount of financial assistance provided to training recipients • Number of training curricula developed • Number of training curricula pilot tested • Number of training curricula revised after being pilot tested <p>Number of deliverables developed to include but not limited to:</p> <p>A. Maintain listserv or similar communication tool for grantees to facilitate peer to peer learning and information sharing</p> <ol style="list-style-type: none"> 1. Is listserv operational 2. Have all current grantees and TTA providers been subscribed 3. Number of grantees subscribed to listserv 4. Number of messages exchanged during the quarter (if available) <p>B. TTA web site</p> <p>C. List of expert consultants for TA support to grantees</p> <p>D. Program goal assessment tool</p> <p>E. Reports, to include but not limited to:</p> <ol style="list-style-type: none"> 1. Site visits 2. Best Practices 3. Lessons Learned
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		Number of deliverables that meet expectations for relevance and the depth, breadth, scope and quality, as determined by BJA
Increase collaboration and coordination among BJA funded tribal TTA providers to promote effective, efficient provision of quality TTA services	<p>Number of conferences or forums attended/participated</p> <p>Number of meetings and/or conference calls attended/participated</p>	<p>Number of conferences or forums attended/participated</p> <p>Number of meetings and/or conference calls attended/participated to include, but not limited to:</p> <p>A. Quarterly tribal TTA providers conference calls</p> <p>B. Frequency of use of the tribal TTA coordination portal (if available)</p> <p>C. GrantStat</p>

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 12 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). 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.

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 the 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, and Budget Narrative. 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., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

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

The SF-424 is a required standard form used 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, 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. 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.

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.

3. Program Narrative

The program narrative must clearly address the requirements and deliverables stated in the application. The program narrative must respond to the solicitation and the Selection Criteria (1–4) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 20 pages. Number pages “1 of 20,” “2 of 20,” etc. Submissions that do not adhere to the format will be deemed ineligible.

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 Other Outcomes

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, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Further information is available under the Selection Criteria section, page 16.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at 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.

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.

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.

6. Other Attachments

a. Project Timeline and Resumes

Attach a *Project Timeline* (with an estimated start date of October 1, 2013) with each project goal, related objective, activity, expected completion date, and responsible person or organization. Identify the costs and percentage of time that will be dedicated by the individuals responsible. Attach resumes for key positions.

b. 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 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
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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.”)

c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

7. **Other Standard Forms**

Additional forms that OJP may require in connection with an award are available on OJP's funding page at 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

1. Statement of the Problem (15 percent of 100)

Provide a thorough understanding of the need for innovative culturally-relevant, evidence-based tribal justice systems or alcohol and substance abuse programs. Describe the challenges tribal nations face in planning, implementing, or expanding a tribal justice system or alcohol and substance abuse initiative and the need for TTA.

2. Program Design and Implementation (35 percent of 100)

Demonstrate a well thought-out plan for transferring knowledge and best practices. Describe the goals, objectives, and deliverables for providing TTA to CTAS PA 3 TCAP or IASAP grantees. Identify strategies for designing and implementing the deliverables (see pages 5-7); provide a timeline with each task, expected completion date, and responsible person or organization and identify the percentage of time to be dedicated by the individuals responsible for the tasks. Describe strategies for working with other BJA and DOJ TTA providers in order to provide the best support to grantees while preventing unnecessary duplication of effort.

3. Capabilities/Competencies (35 percent of 100)

Applicants should describe and demonstrate their experience providing the kinds of TTA services requested in this solicitation (pages 5-7). Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up. Provide examples of the organization's experience in working with tribal governments and in using TTA strategies that include developing grantee tools and resources, distance learning, peer-to-peer consultations, and onsite and offsite technical assistance. List the consultants with whom the organization plans to work to deliver TTA services. Describe the management structure and outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA.

All applicants must document their experience and capabilities to implement projects for federally-recognized Indian tribes:

Applicants will be evaluated on the extent that they demonstrate in writing the provision of a qualified project team most likely to fully complete the statement of work and produce final products of appropriate quality by addressing the following:

- Key staff résumés, biographical sketches, and/or curriculum vitas that directly demonstrate experience, skill, and dates acquired in performing specific or relevant tasks. Résumés, bio-sketches, and curriculum vitae must be sufficiently detailed to permit an assessment of the capability of each professional staff member to perform the work described in the proposal and include years of experience. Years of experience and clearly demonstrated competence for each area addressed in the solicitation must be shown in the résumés, biographical sketches, or curriculum vitae.
- A qualified project team should be comprised of professionals with expertise in American Indian and Alaska Native training and technical assistance in Indian Country in the U.S., including developing capacity and culturally appropriate methods and tools.

Personnel and subcontractors must meet the criteria below:

- Subject matter expertise and educational credentials.
- *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.
- *Demonstrated experience* in providing TTA that is comprehensive and user-friendly to develop and enhance tribal justice systems.
- *Demonstrated experience* in developing culturally competent curricula based on adult learning theory.
- *Demonstrated experience* in developing uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
- *Demonstrated experience* in developing and disseminating publications, teleconferencing, peer-to-peer consultations, onsite assistance, and ongoing offsite assistance by phone and e-mail.

- Any entry-level positions *shall* include training on working effectively with Indian tribes and study of the current tribe(s) and tribal justice system(s) participating in the program.

4. Impact/Outcomes and Evaluation/Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures (5 percent of 100)

Describe the process for measuring project performance, including meeting timelines and deliverables, and obtaining input and feedback from customers and stakeholders. Identify who will collect the data, who is responsible for performance measurement, how the data will be stored, and how the information will be used to guide the program.

5. Budget (10 percent of 100)

Applicants should submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally 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.¹ See the additional budget and budget narrative requirements on pages 13-14.

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 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 (OCFO), in consultation with BJA, reviews 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, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

¹ Generally speaking, a reasonable cost is a cost that, 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.

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.

- 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. 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 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. 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 should already have 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.

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.
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 16.616, titled "Indian Country Alcohol and Drug Prevention," and the funding opportunity number is BJA-2013-3596.
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. Applicants that expend 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 the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of 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: 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 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 contact identified in the Contact Information section on page 2 **within 24 hours after the application 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's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests. After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP 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, OJP will reject the application 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 each instruction 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.

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.

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. 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 Court Assistance Program and Indian Alcohol and Substance Abuse Program Training and Technical Assistance

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

Eligibility Requirement:

- _____ Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning experienced in training and technical assistance efforts in tribal jurisdictions (see page 1)
- _____ The federal amount requested is within the allowable limit(s) of up to 1.2 million for TCAP and up to \$750,000 for IASAP for a 12-month project period.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 12)
- _____ Abstract (see page 12)
- _____ Program Narrative* (see page 13)
- _____ Budget Detail Worksheet* (see page 13)
- _____ Budget Narrative* (see page 13)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 14)
- _____ Disclosure of Lobbying Activities (see page 21)
- _____ Additional Attachments
 - _____ Timeline (see page 14)
 - _____ Resumes (see page 14)
 - _____ Disclosure of Pending Applications (see page 14)
 - _____ Research and Evaluation Independence and Integrity (see page 15)
- _____ Other Standard Forms as applicable (see page 16) 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.