

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Tribal Justice Coordinated Tribal Assistance solicitation (CTAS) related Training and Technical Assistance Program. This program furthers the Department's mission by assisting federally recognized Indian tribes in (1) improving tribal jurisdictions' capacities to respond to violent crime; (2) planning and implementing comprehensive strategies to reduce and control crime associated with opioid, alcohol and other drug abuse; and (3) developing, implementing, and enhancing American Indian and Alaska Native tribal justice systems.

BJA Tribal Justice CTAS Training and Technical Assistance Solicitation FY 2019 Competitive Grant Announcement

Applications Due: May 14, 2019

Eligibility

Eligible applicants are for-profit organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), and consortiums (including tribal consortiums) with demonstrated national-scope and onsite experience working with American Indian and Alaska Native tribes.

All recipients and their subrecipients (including any for-profit organizations) must forgo any profit or management fee.

BJA welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).¹ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program.

BJA may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

For information on eligibility, see Section [C. Eligibility Information](#).

¹ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) at <https://www.grants.gov/web/grants/home.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 14, 2019.

To be considered timely, an applicant must submit the application by the deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How To Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this solicitation: BJA-2019-15929

Release date: March 12, 2019

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BJA Tribal Justice CTAS Training and Technical Assistance Program CFDA # 16.608

A. Program Description

Overview

The BJA Tribal Justice CTAS Training and Technical Assistance Solicitation supports BJA's comprehensive approach to deliver training and technical assistance (TTA) to federally recognized Indian Tribes. The TTA will provide tribal jurisdictions with assistance to: (1) develop strategies to address crimes relating to substance abuse and other controlled substances; and (2) implement and enhance tribal justice systems including tribal law enforcement, courts, prosecution, and pretrial; (3) conduct comprehensive justice system-wide strategic planning and develop written justice system-wide strategic plans; (4) address violent crime in tribal communities; (5) address the tribal justice needs of Alaska Native Villages; and (6) develop and foster intergovernmental collaboration among tribal-federal-state-local governments in order to improve public safety and victims' services. The main focus of the TTA will be with tribes who receive funding under CTAS Purpose Areas 2 (Strategic Planning), 3 (Tribal Justice Systems), and 10 (Violent Crime).

This grant announcement **does not** solicit applications from individual tribes to fund local projects.

Statutory Authority:

Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2019. As of the writing of this solicitation, no full-year appropriation for the Department has been enacted for FY 2019.

Program-Specific Information

The BJA CTAS TTA solicitation seeks TTA to provide support **for three specific BJA grant programs that are included in the Coordinated Tribal Assistance Solicitation (CTAS) and to support tribes in critical areas of their justice systems: Purpose Areas 2, 3 and 10.**

CTAS combines the DOJ's existing Tribal Government-specific competitive funding into one solicitation that requires only one application from each tribe or tribal consortium. This approach provides federally recognized tribes and tribal consortia the opportunity to develop a comprehensive approach to public safety and victimization issues. DOJ's Tribal Government-specific competitive grant programs included in CTAS are referred to as "purpose areas" (PAs). The FY 19 CTAS solicitation which includes detailed information about all ten Purpose Areas can be viewed at: <https://www.justice.gov/tribal/page/file/1114606/download>.

Applicants may select the purpose area(s) that best address tribes' concerns related to public safety, criminal and juvenile justice, and the needs of victims or survivors of various crimes.

The TTA partners selected via this solicitation will provide training and technical assistance related to three of BJA's four Purpose Areas in CTAS. This solicitation complements the tribal justice infrastructure TTA award that was made in FY 2017 to support tribal justice facility renovation, expansion, and replacement projects awarded under CTAS Purpose Area 4. In addition, the PA3 awardees who focus primarily on tribal community corrections related work including probation and reentry of individuals returning to tribal communities will be served by the TTA provider selected in FY 2018. Finally, all tribes focused on the implementation of tribal healing to wellness courts will be served by BJA's tribal healing to wellness provider under the Adult Drug Courts Program <http://wellnesscourts.org/>. Technical Assistance for tribes funded in the other six purpose areas are provided by the funding agency.

All of the current and selected TTA partners will be expected to work collaboratively to support the CTAS grantees as well as tribal justice systems generally. Providers must also bring expertise and a willingness to start with or integrate traditional practices for each tribe into their programs and processes.

BJA plans to make up to seven awards, one per category for categories 1 – 5 and two awards for Category 6 that will focus their activities in the following areas:

CATEGORY 1: Supporting CTAS PA 2 – Comprehensive Tribal Justice Systems Strategic Planning Program:

Funded jointly by the Bureau of Justice Assistance (BJA), Office of Community Oriented Policing Services (COPS), Office for Victims of Crime (OVC), Office of Juvenile Justice and Delinquency Prevention (OJJDP), and Office on Violence Against Women (OVW), the PA 2 funds support a comprehensive strategic planning process for the tribal justice system. The PA 2 program is managed by BJA in coordination with the other agencies. The TTA provider for PA 2 grantees will offer intensive TTA to tribes to engage in comprehensive justice system-wide strategic planning to improve tribal justice and safety including improving community wellness, reflecting tribal traditions, increasing capacity to prevent crime, enhancing availability of victim services, and addressing violent crime. The projects must consider including activities outlined in the Tribal Law and Order Act (TLOA), such as strategic planning and the development of a Tribal Action Plan (TAP). The TTA provider will provide intensive on-site and office-based training to assist tribes in bringing together a comprehensive planning team, developing and administering a justice system and community needs assessment and using the data gathered to inform and develop a comprehensive justice system-wide strategic plan for the tribe. For more information about CTAS PA 2 see the [PA 2 Fact Sheet](#). The TTA provider also supports DOJ in conducting necessary CTAS activities including: hosting webinars; supporting the annual CTAS orientation; conducting in-person CTAS application workshops for tribes; and the annual CTAS assessment.

CATEGORIES 2 and 3: Supporting CTAS PA 3 – Enhancing Tribal Courts and Efforts to Address Substance Abuse Related Crime:

CTAS PA 3 provides flexible resources for tribes to develop, enhance, and continue a full range of tribal justice system capacity building efforts and strategies. This includes law enforcement, pretrial services, risk and needs assessment development and implementation, diversion programming,

tribal court services, detention programming, community corrections, reentry planning and programming, and justice system information sharing. Funds can also support efforts to implement traditional practices including peacemaking, and enhanced authorities and provisions under the Tribal Law and Order Act and the Violence Against Women Reauthorization Act of 2013. A second area of focus is on supporting enhancing responses to alcohol- and substance abuse-related crimes including alcohol and substance abuse prevention, healing to wellness courts, intervention, or treatment services including those that prevent and address the needs of drug-endangered children. Work in PA 3 can address the needs of young adults (ages 18–25) who are involved with or at risk of involvement with the justice system. The PA 3 awardees should be supported through comprehensive strategic planning to improve tribal justice and community safety as it relates to tribal courts and alcohol and substance abuse. Given the breadth of this work, BJA has several providers that will support this work. Two awards are planned to support this CTAS purpose area:

- **Tribal Courts and Tribal Justice Systems (CATEGORY 2):**

The TTA provider will assist CTAS PA 3 grantees who are focused on tribal courts, prosecution, pretrial, traditional dispute resolution and peacemaking, and implementation of enhanced authorities under TLOA jurisdiction. The TTA partner will support these tribal justice systems in meeting the goals and objectives of their applications. The TTA providers will provide proactive, comprehensive, culturally relevant, user-friendly TTA services for a wide range of tribal justice system-related programs including but not limited to: tribal courts; appellate courts; traditional forums; law enforcement; pretrial services; detention programming; programming targeting individuals who are involved with or at risk of involvement with the justice system; and implementation of enhanced authorities and provisions under the Tribal Law and Order Act (TLOA) and the Violence Against Women Act Reauthorization Act of 2013, which include tribal-state-federal intergovernmental collaboration activities and strategic planning to improve tribal justice and community safety as it relates to tribal justice systems. The TTA provider will also maintain and continue to enhance to the Tribal Access to Justice Innovation website at www.tribaljustice.org.

- **Alcohol and Substance Abuse Related Crime (CATEGORY 3):**

The TTA provider will assist CTAS PA 3 grantees who are focused on preventing and responding to alcohol- and substance abuse-related crimes, intervention, or treatment services including those that prevent and address the needs of drug-endangered children, the nexus between mental health and the justice system, use of traditional practices and strategic planning to improve tribal justice as it relates to opiate, alcohol and other substance abuse. This includes providing TTA on the use of risk and needs assessment tools and processes; treatment approaches including medically assisted treatment; identification and management of controlled drugs including opiates and methamphetamine by law enforcement and other responders; community drug awareness; the nexus between mental health and the justice system; and addressing the intersection between domestic violence and substance abuse.

CATEGORY 4: Responding to Violent Crime in Tribal Communities (CTAS PA 10):

The TTA provider will assist tribes working to address violent crime, including current tribes awarded funds under the FY 2018 Field Initiated solicitation, new grantees to be supported under

the new FY 2019 CTAS Purpose Area: 10, , and other tribes with tribal prosecutors/Special Assistant US Attorneys seeking to prosecute violent crimes. These tribes will be focused on combatting, addressing, or otherwise responding to precipitous increases in crime at the tribal level, especially violent crime, including sexual assault, with strategies that enhance the capacity to track, identify, and quickly respond to these crime issues. This includes enhancing critical planning and coordination/task force efforts between tribes and needed federal, state or law enforcement, prosecution, courts, and corrections agencies responsible for the investigation of and response to serious and violent crime. This also will include efforts to enhance the prosecution of violent crimes both in tribal court and by tribal prosecutors who are cross deputized as Special Assistant US Attorneys (Tribal SAUSAs). This work will be closely coordinated with the National Indian Country Training Coordinator at the National Advocacy Center, whose office will be offering training for the tribal prosecutors on a range of needs. The project will also be closely coordinated with the Executive Office of the US Attorneys, relevant US Attorneys Offices and other federal agencies as needed.

The TTA will also include offering training to the grantees and to tribes generally on effective violent crime approaches, assessment tools to improve the understanding of violent crime drivers, history of violence and traditional responses, understanding the nature of missing and murdered Native Americans and effective strategies to prevent and address violent crime through training, best practices, and support. This can include support to BJA and tribal grantees on addressing the tribal specific needs and challenges in using forensic evidence and working with other BJA forensic TTA partners.

CATEGORY 5: Supporting Tribal Justice Systems in Alaska:

BJA recognizes that tribes in the state of Alaska function within a different geographic, cultural and political landscape than the tribes of the lower 48 states. Because of this, BJA seeks a TTA provider with extensive experience working with Alaska Native Villages on a broad range of tribal justice issues including but not limited to: traditional peace making and justice practices; tribal courts; appellate courts; traditional forums; law enforcement; pretrial services; detention programming; community corrections; individuals who are involved with or at risk of involvement with the justice system; alcohol- and substance abuse-related crimes, intervention, or treatment services; the nexus between mental health and the justice system; and strategic planning to improve tribal justice. This provider will also support specific needs and practices for remote villages as well as for frontier locations in the lower 48. The Category 5 TTA provider will work with all the BJA TTA providers that work primarily with tribes to ensure that the needs of Alaska Native Villages are effectively addressed, particularly the Alaska Native Villages that are BJA CTAS grantees, as well as provide support for dialogue with Alaska Native Villages and efforts to enhance capacity.

CATEGORY 6: Enhancing Tribal-Federal-State-Local Intergovernmental Collaboration:

BJA recognizes that strong coordination and collaboration between tribal, federal, state, and local governments improve public safety and combat violent crime throughout Indian country and in tribal communities. TTA resources will increase awareness by tribal, state, and local government officials of the benefits of collaborative problem solving and planning and replicate promising practices for improving public safety in tribal communities through various collaboration methods. Services focus on topics that include and not limited to collaborative partnerships, understanding

and developing mutual aid agreements, protocols for inter-jurisdictional relationships, protocols for conducting community corrections-related activities, full faith, and credit agreements.

Objectives

- Increasing the knowledge of criminal and tribal justice practitioners through in-person training, web-based learning, and distance learning using webinars, teleconferences, and developing or revising training curricula.
- Increasing a tribal justice agency's ability to solve problems, work with other tribal, state and local government officials, modify policies or practices and document the nature and extent of crime issues using data.
- Increasing information especially about effective practices provided to BJA and the criminal and tribal justice communities.

To receive an award under this announcement, applicants will be required to provide deliverables as follows:

- Provide proactive, comprehensive, user-friendly, culturally appropriate training and technical assistance services to tribal communities.
- Develop uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
- Develop and disseminate publications, teleconferences, webinars, peer-to-peer consultations, and onsite technical assistance, and providing ongoing offsite technical assistance by phone, email, and publications.
- Communicate and conduct outreach to non-grantee tribes and tribal organizations to participate in and benefit from TTA services.
- Develop culturally competent curricula based on adult learning theory.
- Participate in BJA's GrantStat. 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 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. In addition, the TTA provider will be required to assist grantees in the collection of performance measure data, working in collaboration with the local research partners.

In addition to the deliverables mentioned above, BJA is seeking TTA providers with demonstrated expertise in and knowledge of:

- Criminal and tribal justice in Indian Country and Native communities.
- Federal Indian law; tribal law; jurisdictional context of tribal-state-federal entities; and tribal cultural understanding, the foundation of tribal law.
- Working with American Indian and Alaska Native persons and communities.
- Other OJP and DOJ bureau and office functions relating to Native communities to integrate services and enhance collaboration opportunities.
- Other federal agencies (Indian Health Service, Bureau of Indian Affairs, Substance Abuse and Mental Health Services Administration), tribal court services, and alcohol and substance abuse programs to coordinate services.

- Tribal intergovernmental consultation and negotiation protocols to engage state, local and federal governments in cooperative agreement efforts and collaborations.
- Consistent commitment to expanding understanding of and integrating tribe's traditions and practices into their BJA supported programs.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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.
- 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.

Applicants may use the OJP CrimeSolutions.gov website (<https://www.crimesolutions.gov>) to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that the Office of Justice Programs may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

BJA expects to make up to 7 awards of up to \$300,000 - \$800,000 each (see pages 11-19 for details) with an estimated total amount awarded of up to \$5,025,000 for an 18 - 24-month project period, beginning on October 1, 2019.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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

Amount Information and Requirements

BJA Training and Technical Assistance projects (labeled as TTA) are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). At the time this solicitation was posted, the precise requirements and protocols were 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 modify these protocols at any time with reasonable advance notice provided to the grantee prior to execution.

Each application should explicitly state the category number and TTA activities being addressed in the abstract and first page of the program narrative (see What an Application Should Include, page 22). A single application may not address more than one category; however, an organization may submit multiple applications, provided that each application addresses a different category.

In order to be eligible, applicants must submit proposals that describe projects that are national in scope. For the purpose of this solicitation, "national in scope" is defined as projects that have direct beneficiaries that include tribal jurisdictions throughout the country, their personnel, and the citizens they serve, without restriction to geographic areas. For example, a proposal to develop a probation officer training program that is available to participants on a nationwide basis meets the definition; a training program that is limited to one agency or unit of government does not meet the definition.

The period of performance for awards made under this solicitation shall be 24 months and the project start date should be on or after October 1, 2019. The maximum budget request that will be accepted is unique to each category. There is no minimum budget requirement in any category, but applicants should be realistic in their budget proposals. The amount budgeted will be evaluated against the benefits and deliverables specified in the proposal to ensure efficient use of resources, and will be an important criterion used during proposal evaluation (see Review Criteria, page 38).

Applicants should be cognizant of the fact that the Office of Juvenile Justice and Delinquency Prevention has a number of training and technical assistance efforts that are focused on the youth offender population. Therefore, the adult offender population should be the focus of proposed efforts under these categories except in projects where the two populations may be inextricably linked (e.g., information sharing, data collection).

Applicants may submit a proposal under any of the following categories.

CATEGORY 1: COMPREHENSIVE STRATEGIC PLANNING (Competition ID: BJA-2019-15930).

One Award up to \$575,000 (18 month project period)

Applications are solicited for TTA to provide assistance to tribes that are interested in engaging in comprehensive strategic planning to improve tribal justice and community wellness and safety. The Comprehensive Tribal Justice Strategic Planning Program (TJSPP) also known as Purpose Area 2 (PA 2) within CTAS, is a joint effort of BJA, OJJDP, OVC, COPS Office, and OVW. This program guides tribes through a data-informed comprehensive planning process leading to the development of a written strategic plan that will guide justice system development to promote community wellness and safety.

Applications from teams of qualified providers are welcome. If multiple agencies apply as a partnership, one agency must be the applicant with the other organization(s) clearly identified as subrecipients. Applicants that apply in partnership with other agencies must submit a signed partnership agreement (MOU/MOA) and a list of additional partners and experts with the application.

Applicants must provide intensive culturally appropriate onsite and office-based TTA to support grantee tribes through the following required deliverables:

- Conduct a grantee needs assessment to determine current capacity and level of need regarding the implementation of their PA 2 project and provide an appropriate mentor to support each tribe through their strategic planning process. This includes the grantee's plans for tribal-federal-state collaborative efforts.
- Conduct two or three on-site trainings with each grantee tribe to support them through the planning process.
- Assist grantees in developing and deploying a justice system needs assessment to identify community risks and strengths.
- Identify effective strategies to address issues identified by tribe.
- Determine goals and action plans in response to problems identified by data.
- Provide templates and other guidance to assist grantees in writing a comprehensive tribal-justice system strategic plan and encouraging the inclusion of defense services/legal aid and victims' services.
- Reviewing written plans prior to submission to BJA to help ensure that solutions directly impact the problems identified and support the need for DOJ CTAS implementation awards that may be requested.
- Developing, enhancing, and maintaining distance learning tools including webinars, and online tools and telephonic tools, and email contact to support justice system-wide strategic planning for both grantees and tribes at large.
- Support the development of Tribal Action Plans as defined in the Tribal Law and Order Act of 2010 (TLOA) for both grantees and tribes at large on request.
- Provide strategic planning TTA for non-grantee tribes on-request.
- Support national partners on related projects and maintain a presence at national or tribal conferences and training events, budgeting travel costs appropriately.
- Work closely with BJA to plan and conduct the annual combined CTAS Orientation Conference both years, which will include TTA providers and new grantees across all 10 CTAS Purpose Areas (dates and locations TBD).

- Administer an annual CTAS assessment and provide a full report with feedback and suggestions to DOJ.
- Conduct at least two in-person grant writing trainings for tribes each year during the solicitation open period, with a focus on unsuccessful grantees and barriers to process that training can seek to address.
- Coordinate and provide support for at least eight DOJ CTAS webinars each year.
- Collaborate closely on an ongoing basis with BJA and other BJA-funded TTA providers, including the Category 5 Alaska TTA provider, to ensure that high-quality assistance is provided to tribes in a coordinated manner without duplication of efforts on the part of TTA providers.

The TTA provider(s) for Category 1 will be expected to engage tribes in a strategic planning process that maps jurisdictions and assesses indigenous components such as family, social systems, and cultural values to determine which traditional resources can be leveraged to assist with justice system planning efforts. The primary focus for TTA providers selected under this category will be CTAS PA 2 grant recipients. However, the TTA provider(s) will be expected to provide assistance to non-grant recipients as well. BJA estimates that there will be about 14 grantees in PA 2 with active awards from FY 2019 awards or prior years' funding. An additional four awards are anticipated for FY 2020.

CATEGORY 2: SUPPORTING TRIBAL JUSTICE SYSTEMS (Competition ID: BJA-2019-15931).
One Award up to \$750,000

Applications are solicited to support a TTA program designed to assist CTAS PA 3 tribal courts and tribal justice systems grantees in meeting the goals and objectives of their grant funding. The TTA providers should be able to provide proactive, comprehensive, culturally relevant, user-friendly TTA services for a wide range of tribal justice system-related programs including but not limited to: tribal courts; appellate courts; traditional forums; law enforcement; pretrial services; addressing the needs of young adults who are involved with or at risk of involvement with the justice system; and implementation of enhanced authorities and provisions under the Tribal Law and Order Act (TLOA) and the Violence Against Women Act Reauthorization Act of 2013, which include tribal-state-federal intergovernmental collaboration activities.

Applications from teams of qualified providers are welcome. If multiple agencies apply as a partnership, one agency must be the applicant with the other organization(s) clearly identified as subrecipients. Applicants that apply in partnership with other agencies must submit a signed partnership agreement (MOU/MOA) and a list of additional partners and experts with the application.

The applicants are required to complete the following deliverables:

- 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 email.
- Maintain a TA website to include information produced by the TA provider, tools for grantees, links to appropriate resources and websites, calendar of events, and a mechanism for requesting TA and providing feedback.

- Use uniform TA request and response protocols to ensure a timely and relevant response to all requests.
- Develop and maintain a tool for grantees to assess their progress in achieving the goals of their grant and use that information to inform how TA will be delivered.
- 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.
- Coordinate with the Category 3 TTA provider to conduct at least one national conference on with pre-conference opportunities on topics related to tribal justice systems, including traditional justice, alcohol and substance abuse as it relates to public safety and victims' services, law enforcement, prosecution, defense services/legal aid, offender reentry, tribal-federal-state intergovernmental collaboration, and justice information sharing.
- Provide at least one on-site TTA engagement for each grantee 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. BJA estimates that there will be about 30 grantees with current or FY 2019 awards. Additional awards will be added in FY 2020
- Identify and summarize emerging practices and lessons learned to share with other tribes and with BJA through the development of publications, distance learning, and presentations at conferences, etc.
- Assist grantees in collecting and reporting on program performance measures.
- Participate with BJA in analyzing progress information and performance data and make recommendations to BJA in updating the TTA strategy to be most responsive to the needs of grantees.
- Maintain and continue to enhance the Tribal Access to Justice Innovation website at www.tribaljustice.org.
- 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 each year, which will include TTA providers and new grantees across all 10 CTAS Purpose Areas (dates and locations TBD).
- Create an instrument for TTA customer evaluation and feedback to communicate recipient levels of satisfaction with the services provided, tracking and reporting results to BJA.
- Collaborate closely on an ongoing basis with BJA and other BJA-funded TTA providers, including the Category 5 Alaska TTA provider, to ensure that high-quality assistance is provided to tribes in a coordinated manner without duplication of efforts on the part of TTA providers.

CATEGORY 3: RESPONSES TO ALCOHOL AND SUBSTANCE ABUSE (Competition ID: BJA-2019-15932). One Award up to \$750,000

Applications are solicited to support a TTA program designed to assist CTAS PA 3 grantees focused on substance abuse related crime in meeting the goals and objectives of their grant funding. The TTA providers should be able to provide proactive, comprehensive, culturally relevant, user-friendly TTA services for preventing and responding to alcohol, opiate and substance abuse and related crimes including risk and needs assessments, medically assisted treatment, overdose response, addressing the needs of drug endangered children and young adults who are involved

with or at risk of involvement with the justice system. This should include TTA for treatment approaches including medically assisted treatment; identification and management of controlled drugs including opiates and methamphetamine by law enforcement and other responders; community drug awareness; the nexus between mental health and the justice system; and addressing the intersection of domestic violence and substance abuse. The Adult Drug Court Program Healing to Wellness TTA partner will provide intensive TTA to those PA 3 tribes focused on implementing or enhancing healing to wellness courts.

Applications from teams of qualified providers are welcome in order to ensure that all of the disciplines relevant to justice systems and/or alcohol and substance abuse programs can be effectively addressed. If multiple agencies apply as a partnership, one agency must be the applicant with the other organization(s) clearly identified as subrecipients. Applicants that apply in partnership with other agencies must submit a signed partnership agreement (MOU/MOA) and a list of additional partners and experts with the application.

In order to achieve this, the applicants are required to complete the following deliverables:

- 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 email.
- Maintain a TA website to include information produced by the TA provider, tools for grantees, links to appropriate resources and websites, calendar of events, and a mechanism for requesting TA and providing feedback.
- Use uniform TA request and response protocols to ensure a timely and relevant response to all requests.
- Develop and maintain a tool for grantees to assess their progress in achieving the goals of their grant and use that information to inform how TA will be delivered.
- 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.
- Provide at least one on-site TTA engagement for each grantee 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. BJA estimates that there will be about 30 grantees with current or FY 2019 awards. Additional awards will be added in FY 2020.
- Coordinate with the Category 2 TTA provider to conduct at least one national conference with pre-conference opportunities on topics related to tribal justice systems, including traditional justice, alcohol and substance abuse as it relates to public safety and victims' services, law enforcement, prosecution, defense services/legal aid, offender reentry, tribal-federal-state intergovernmental collaboration, and justice information sharing.
- Identify and summarize emerging practices and lessons learned to share with other tribes and with BJA through the development of publications, distance learning, and presentations at conferences, etc.
- Assist grantees in collecting and reporting on program performance measures.
- Participate with BJA in analyzing progress information and performance data and make recommendations to BJA in updating the TTA strategy to be most responsive to the needs of 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 each year, which will include TTA providers and new grantees across all ten CTAS Purpose Areas (dates and locations TBD).
- Create an instrument for TTA customer evaluation and feedback to communicate recipient levels of satisfaction with the services provided, tracking and reporting results to BJA.
- Collaborate closely on an ongoing basis with BJA and other BJA-funded tribal TTA providers, including the Category 5 Alaska TTA provider and the Drug Courts and Comprehensive Opioid Assistance Programs 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.

CATEGORY 4: ADDRESSING VIOLENT CRIME IN TRIBAL COMMUNITIES (Competition ID: BJA-2019-15933). One Award up to \$600,000

Applications are solicited to support a TTA program designed to assist CTAS PA 10 grantees in meeting the goals and objectives of their grant funding. The TTA providers should be able to provide proactive, comprehensive, culturally relevant, user-friendly TTA services for combatting, addressing, or otherwise responding to precipitous or extraordinary increases in crime or in a type of crime at the tribal level, especially violent crime, with strategies that enhance capacity to track, identify, and quickly respond to these crime issues. Applicants should also describe how they will coordinate with the key federal partners in the technical assistance delivered. Applicants should show a clear understanding of the complex jurisdictional issues tribes often face, especially related to the Major Crimes Act, Public Law 280, TLOA and other relevant laws and case law. Applicants must demonstrate the ability to assist tribes in critical planning and coordination with tribal, federal, and state law enforcement agencies to ensure documented and consistent relationships between Tribes and federal or state law enforcement and prosecutors, as relevant; and investments in capacity and tools to improve the handling of violent crime cases through training, best practices, and support. Applicants must demonstrate the ability to support intergovernmental collaboration efforts including facilitating the development of agreements among tribal, federal and state partners to improve the administration of justice across jurisdictions.”

Applications from teams of qualified providers are welcome in order to ensure that all of the disciplines relevant to can be effectively addressed. If multiple agencies apply as a partnership, one agency must be the applicant with the other organization(s) clearly identified as subrecipients. Applicants that apply in partnership with other agencies must submit a signed partnership agreement (MOU/MOA) and a list of additional partners and experts with the application.

The applicants are required to complete the following deliverables:

- 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 email.

- Maintain a TA website to include information produced by the TA provider, tools for grantees, links to appropriate resources and websites, calendar of events, and a mechanism for requesting TA and providing feedback.
- Conduct at least one onsite TTA visit with each assigned current Field Initiated and FY 2019 PA 10 grantee (approximately 10) 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. Additional awards will be added in FY 2020.
- Use uniform TA request and response protocols to ensure a timely and relevant response to all requests.
- Develop and maintain a tool for grantees to assess their progress in achieving the goals of their grant and use that information to inform how TA will be delivered.
- 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.
- Identify and summarize emerging practices and lessons learned to share with other tribes and with BJA through the development of publications, distance learning, and presentations at conferences, etc.
- Assist grantees in collecting and reporting on program performance measures.
- Participate with BJA in analyzing progress information and performance data and make recommendations to BJA in updating the TTA strategy to be most responsive to the needs of 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 each year, which will include TTA providers and new grantees across all 10 CTAS Purpose Areas (dates and locations TBD).
- Create an instrument for TTA customer evaluation and feedback to communicate recipient levels of satisfaction with the services provided, tracking and reporting results to BJA.
- Collaborate closely on an ongoing basis with BJA and other BJA-funded tribal TTA providers, including the Category 5 Alaska TTA provider, to ensure that high-quality assistance is provided to tribes in a coordinated manner without duplication of efforts on the part of TTA providers.

CATEGORY 5: SUPPORTING CTAS IN ALASKA WILL WORK CLOSELY WITH TTA PROVIDERS IN CATEGORIES 1-4 (Competition ID: BJA-2019-15934). One Award up to \$750,000

Applications are solicited to support a TTA program designed to assist BJA-funded CTAS grantees in Alaska in meeting the goals and objectives of their grant funding. The TTA providers should have an extensive knowledge of and proven record of providing criminal justice related TTA to Alaska Native Villages and be able to provide proactive, comprehensive, culturally relevant, user-friendly TTA services for a wide range of tribal justice system-related programs in Alaska. The TTA provider will work closely with BJA and the other BJA-funded tribal TTA providers to help ensure that Alaska Native Villages have access to a full range of culturally appropriate TTA for all of their grant-funded programs. The TTA providers will also make assistance available to non-grantees on request.

In order to achieve this, the applicants are required to complete the following deliverables:

- 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 email.
- Maintain a TA website to include information produced by the TA provider, tools for grantees, links to appropriate resources and websites, calendar of events, and a mechanism for requesting TA and providing feedback.
- Use uniform TA request and response protocols to ensure a timely and relevant response to all requests.
- Develop and maintain a tool for grantees to assess their progress in achieving the goals of their grant and use that information to inform how TA will be delivered.
- 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.
- Conduct at least 10 onsite TTA visits to BJA-approved sites with BJA CTAS or other BJA tribal funded grants in Alaska. 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 summarize emerging practices to best practices and lessons learned to share with other tribes and with BJA through the development of publications, distance learning, and presentations at conferences, etc.
- Assist grantees in collecting and reporting on program performance measures.
- Participate with BJA in analyzing progress information and performance data and make recommendations to BJA in updating the TTA strategy to be most responsive to the needs of grantees.
- Support national partners on related projects and maintain a presence at national or tribal conferences and training events, budgeting travel costs appropriately.
- Support preparation for and hosting of events in Alaska by other TTA providers- at least two events.
- Travel to and participate in the combined CTAS Orientation Conference each year, which will include TTA providers and new grantees across all ten CTAS Purpose Areas (dates and locations TBD).
- Create an instrument for TTA customer evaluation and feedback to communicate recipient levels of satisfaction with the services provided, tracking, and reporting results to BJA.
- 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.

CATEGORY 6: ENHANCING TRIBAL-FEDERAL-STATE-LOCAL INTERGOVERNMENTAL COLLABORATIONS (Competition ID: BJA-2019-16369). Two Awards up to \$800,000

Applications under this category should reflect a commitment to help Indian tribes develop and/or enhance collaboration among state, local, and federal entities such as law enforcement authorities, court systems (including prosecution, public defense, and probation), correctional agencies, offender reentry entities, victims' services, legal aid organizations, community-based

service providers, healthcare services, educational institutions, justice information sharing agencies, and where appropriate community-level organizations and community members.

Two awards of \$800,000 each over a 24-month performance period will be made. One award will focus on law enforcement-based activities. One award will focus on court-based activities. Both awardees will collaborate on all activities below. Some activities may be defined as either court-based or law enforcement-based to include in the applications.

In order to achieve this, the applicants are required to participate in the following activities:

- Work closely with BJA to ensure coverage disciplines, topics and requests and other activities below. BJA will review and approve individuals working on this project who should have an extensive background knowledge, skills and abilities in working with tribal, federal, state, and local governments and American Indian and Alaska Native people and a diverse population working in Indian Country. Host a program meeting with tribal-federal-state-local stakeholders (stakeholders) to plan and coordinate this meeting.
- Support and leverage resources a national stakeholders that highlights existing promising practices and coordinates with federal partners such as U.S. Attorney's Offices.
- Support and leverage resources for up to two statewide intergovernmental collaborative events (such as meetings, listening sessions, tribal-state court forums, law enforcement forum, or coordination and consultation initiatives) or regional or local events with jurisdictional stakeholders and community-level stakeholders.
- Work with key stakeholders, the U.S. Attorney's Office and community partners to assess the readiness and willingness of the jurisdictions to engage in intergovernmental collaborative initiatives and community engagement (working in partnership with organizations and individuals to meet shared goals) and to identify barriers and solutions including resources to sustain collaborative effort. These events may include implementation of Violence Against Women Act (VAWA) and Tribal Law and Order Act of 2010 (TLOA) related activities.
- Develop and respond to diverse requests using tailored, culturally-competent TTA resources (such as onsite technical assistance, distance learning, capacity building, curriculum development, studies, etc.) building on past recent products. Tailored TTA may include development of inter-jurisdictional agreements, protocols between disciplines and other requested resources. Also tailored TTA may include onsite, intensive technical assistance for justice collaborations such as with joint jurisdiction courts. A curriculum development project must include instructor and student guides and a PowerPoint presentation developed by a certified curriculum developer and reviewed by an informed advisory group.
- Develop publications on emerging practices and tool(s) that will assess readiness and willingness of participating jurisdictions/communities to engage in intergovernmental collaborative activities in Public Law (PL) 280 and non PL 280 jurisdictions.
- Hire an editor with professional writing skills to provided editorial review of all written deliverables.
- Maintain and enhance tribal-state collaboration website and clearing house that includes resources, events, and tools to facilitate tribal, state, and federal collaboration efforts. This builds on the BJA-funded Walking on Common Ground and Tribal Protection Order

- websites. Develop a newsletter with two publications circulated annually coordinating across the disciplines and jurisdictions. (Court-based applicant)
- Work in collaboration with DOJ to provide a wide range TTA services and resources for Indian tribes interested in implementing the 2013 Special Domestic Violence Criminal Jurisdiction. Collaborate with the existing TTA provider to provide services and resources to Indian tribes implementing the enhanced sentencing authority. Continue to provide support and resources for the VAWA Inter-tribal working group and TLOA inter-tribal enhanced sentencing working group. Develop a publication on implementation of TLOA publication. (Court-based applicant)
 - Support the development and implementation of a BJA-led justice collaboration team to leverage, collaborate, and share information. (Court-based applicant)
 - Support \$300,000 to deliver the Alaska Public Safety Providers curriculum and the Enhancing Tribal and State Collaborations to Build and Sustain Public Safety Partnerships and update as needed. Consult with Western Community Policing institute regarding a subaward. (Law enforcement-based applicant)
 - Support BJA's Senior Tribal Advisor activities with meeting material support, facilitation/note taking, two business case studies for future projects, and other requested tasks and activities.

Applicants are encouraged to enter an inter-agency/organization partnership identifying a lead organization as the applicant of record and include specialized experts (a mix of BJA TTA partners, tribal and state justice experts, and community-level experts) to implement the identified activities above. Experts must have demonstrated experience in tribal-state-federal collaborative activities and must also have demonstrated experience in working with or in tribal communities.

Type of Award

BJA expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities²) must, as described in the Part 200 Uniform Requirements³ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the

² For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#).

³ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://onlinegfmt.training.ojp.gov>. This training is required for all OJP award recipients.

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire—the [OJP Financial Management and System of Internal Controls Questionnaire](#)—that OJP requires all applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information

Cost Sharing or Matching 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.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-award costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does not typically approve pre-award costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving

pre-award costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-award costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> for more 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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.⁴ The 2019 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/exec/html/ES.aspx>. 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. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Principal Deputy Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the Budget Narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at <https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and

⁴ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

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 under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For eligibility information, see title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and Time and Task Plan.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet," "Timelines," "Memoranda of Understanding,"

“Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

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 OJP's Grants Management System (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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP's financial system.) Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How To Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project 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 (such as Times New Roman) with 1-inch margins.

Applicants should include the following:

- List the category of funding requested (1, 2, 3, 4, or 5)
- The applicant should clearly describe potential partnerships and how the agency and its mission will contribute to the overall goals of the Tribal Justice Systems CTAS Training and Technical Assistance program. The overall goals of this program are to collectively assist the tribal justice systems in the over 270 federally recognized tribes the development and implementation of improved strategies to address and enhance tribal justice system capacity and safety of these tribes and their members. The applicant should also describe how they will collaborate with consultants, other partners, and organizations to assist tribal justice officials and professionals with the implementation of effective and sustainable practices.
- The applicant should describe their agency experience in the following areas: (1) ability to provide culturally competent, interactive tribal justice system training services based on adult learning theory; (2) ability to tailor assistance to the target audience; (3) ability to develop and expand online and distance learning resources; and (4) ability to develop uniform protocols for evaluating and reporting on programming and tribal justice system trends.

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

3. Program Narrative

The program narrative must respond to the [Review Criteria](#) in the order given. Applications are peer reviewed and scored on answers to the Review Criteria.

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 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 narrative⁵:

- 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

⁵ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see “[General Information about Post-federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP. Performance measures for this solicitation are listed in [Appendix: Performance Measures Table](#).

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Post-award recipients will be required to submit performance metric data semiannually through BJA’s online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatrain.org/working-with-nttac/providers>.

Note on Project Evaluations

An applicant that proposes to use award funds 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.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

“Research,” for purposes of human subjects protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the “[Requirements related to Research](#)” webpage of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#),” available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/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).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the objectives 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 Budget Narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

c. Information on Proposed Subawards (if any) and on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship will be given greater consideration than the form of agreement between the recipient and the third party.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation

specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should: (1) identify (if known) the proposed subrecipient(s); (2) describe in detail what each subrecipient will do to carry out the federal award and federal program; and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$250,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the Simplified Acquisition Threshold—currently, \$250,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends – without competition – to enter into a procurement contract that would exceed \$250,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$250,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file

does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$250,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-Agreement Cost Approvals

For information on pre-award costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 1–800–458–0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both—(1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the “de minimis” rate.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

6. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The

Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high-risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document)

7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

8. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made

directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is 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 federal or state funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS Office)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

9. Applicant Disclosure and Justification - DOJ High Risk Grantees⁶(if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return – and program impact – from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a “DOJ High Risk Grantee” applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, OJP will consider one or more of the following factors: the applicant’s lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant’s DOJ High Risk Grantee designation; or the applicant’s expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification – especially with regard to corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

9. Additional Attachments

a. Timeline

Include a comprehensive timeline that identifies milestones, numerically lists deliverables, and lists who is responsible for each activity (provide title and agency).

b. Position Descriptions and Résumés

Include position descriptions and résumés for key project personnel, if known.

c. Memoranda of Understanding (MOU)/Letters of Support (LOS)

If submitting an application which includes more than one provider, include signed MOUs and/or LOS.

d. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or

⁶ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both the research and/or evaluation project proposed in response to the solicitation, and any current or prior related projects.

Each application that proposes research and/or evaluation should include an attachment that addresses **both** i. and ii. below.

- i. The applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest — whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients) — that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified — including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients — that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might 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 or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, the applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items
 - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should

provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

How to Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on 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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates

will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)			

When using the ampersand (&) in XML, applicants must use the “&#amp;” format.

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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

Registration and Submission Steps

- 1. Acquire a unique entity identifier (currently, a DUNS number).** The Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at sam.gov/SAM/ to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at sam.gov/SAM/.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

- 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 number for this solicitation is CFDA # 16.608, titled "BJA Tribal Assistance and BJA Justice Assistance Grants" and the funding opportunity number is BJA-2019-15929.
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.

Category 1: Comprehensive Strategic Planning. Competition ID: BJA-2019-15930.

Category 2: Supporting Tribal Justice Systems. Competition ID: BJA-2019-15931.

Category 3: Responses To Alcohol And Substance Abuse. Competition ID: BJA-2019-15932.

Category 4: Addressing Violent Crime In Tribal Communities. Competition ID: BJA-2019-15933.

Category 5: Supporting CTAS In Alaska Will Work Closely With TTA Providers In Categories 1-4. Competition ID: BJA-2019-15934.

Category 6: Enhancing Tribal-Federal-State-Local Intergovernmental Collaborations. Competition ID: BJA-2019-16369.

7. **Access Funding Opportunity and Application Package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Go to the Workspace icon to use Grants.gov Workspace.
8. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** To preview the application prior to (or after) submitting, go to the View Application tab in Workspace. For additional information, review the [View Application Tab](#) help article and [Attachments Tab](#) help article. Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on May 14, 2019.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment such as issues with firewalls or browser incompatibility

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (10 percent)

Demonstrate a thorough understanding of the complex issues involving justice systems confronting American Indian and Alaska Native communities, using data where possible. Provide a brief statement on the specific issues faced in the category for which you are applying, consistent with the information provided in the Program Specific section of this solicitation. Describe the need for the proposed training and technical assistance in Indian Country as well as any gaps in existing TTA strategies targeting Indian Country.

2. Program Design and Implementation (45 percent)

Provide a complete description of the project design and implementation strategy. Describe how the proposed program design and strategy for implementation will reach the objectives and the program needs of the grantees to be served. Discuss how the project will address the deliverables outlined in the solicitation. Tie program activities to objectives and applicable performance measures. The description should include a detailed project time task plan that outlines the objectives of the project as well as with each task that will be completed to accomplish objectives. Applicants must include expected completion date for proposed objectives, and the person or organization responsible for ensuring that tasks are completed in accordance with the time task plan.

3. Capabilities/Competencies (30 percent)

Describe how the applicant will bring the required capabilities and competencies needed to successfully implement the deliverables in a timely, high quality manner. Provide specific examples of the applicant's expertise to:

- Provide training and technical assistance expertise in the specific category and overall in tribal justice systems:
 - Tribal Justice Systems, Strategic Planning, Data and Analysis and Capacity Building
 - Developing and enhancing tribal justice systems, especially courts
 - Comprehensive strategies to reduce and control crime associated with alcohol and other controlled substances
 - Addressing violent crime and prosecution
 - Working with Alaskan Native Villages and remote tribes and communities
 - Working with American Indian and Alaska Native communities
- Developing culturally competent curricula based on adult learning theory.
- Providing integrated, proactive, comprehensive, user-friendly training and technical assistance.
- 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 email.
- Managing complex and concurrent priority tasks effectively.

- Working to build and enhance collaborative approaches to address a broad range of tribal justice and tribal safety issues at the national level.
- Communicating and conducting outreach to non-grantee tribes and tribal organizations to participate and benefit from TTA sessions.
- Supporting other OJP and DOJ bureau and office activities relating to Native communities to integrate services and enhance collaboration opportunities.
- Coordinating with other federal agencies (EOUSA, USAOs, FBI, IHS, BIA, SAMHSA).
- Following tribal intergovernmental consultation and negotiation protocols to engage state and local governments in cooperative agreement efforts and collaborations.

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed tasks/projects. Describe the roles and responsibilities and qualifications of co-applicants and partners, if applicable. Ensure that a letter of support or Memorandum of Understanding from key partners confirming their support for any defined partnerships are provided in the attachments.

4. Budget (10 percent)

Provide a proposed budget and budget narrative that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.⁷ Ensure adequate funds are included to support proposed activities in the application and per the solicitation, including needed travel and staff to oversee the core management of the project with BJA and in coordination with partners.

5. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5 percent)

Describe the process/system for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Identify who will collect the data and how the information will be used to inform the project’s progress. Discuss how the project will address collection of data from public sources where possible and any specific gaps in data working with tribal justice systems.

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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program

⁷ 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.

requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”

For a list of critical elements, see [What an Application Should Include](#) under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for BJA include geographic diversity, strategic priorities, and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity
2. Quality of the applicant’s management systems, and the applicant’s ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide

3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Note on applicants with a “high risk” designation: Risks associated with DOJ High Risk Grantees, or applicants designated as “high risk” by a federal grant-making agency outside of DOJ, are taken into account during the review process, and each applicant with such “high risk” designations will be considered for funding on a case-by-case basis, depending on the nature and severity of the issues that led to the DOJ High Risk Grantee (or non-DOJ high risk) designation, status of progress in addressing corrective actions, and expected ability to manage grant funds and achieve grant goals and objectives. A “high risk” designated applicant is to submit disclosure and justification documentation consistent with the requirements specified, above, under “What an Application Should Include” in Section C. Application and Submission Information.

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 take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2019. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires a physical signature on the award document by the authorized representative. The fully executed award document must then be scanned and submitted to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards."](#) available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

The webpages accessible through the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards"](#) are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2019. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324a(a)(1).

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors on the basis of their having (or their having had) a prior or existing contractual relationship with the federal government.

As stated above, BJA expects that it will make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the "substantial federal involvement" in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated "substantial federal involvement" in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page [at www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP. Performance measures for this program are also listed in the appendix.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see title page.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact

information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

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. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpprsupport@usdoj.gov. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Application Checklist

Tribal Justice Capacity Building Training and Technical Assistance Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 36)

_____ Acquire or renew registration with SAM (see page 36)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 36)

_____ Acquire AOR confirmation from the E-Biz POC (see page 37)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 37)

_____ Select the correct Competition ID (see page 37)

_____ Access Funding Opportunity and Application Package (see page 37)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 34)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 21)

After Application Submission, Receive Grants.gov Email Notifications That:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors (see page 37)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

_____ contact BJA regarding experiencing technical difficulties (see page 38)

General Requirements:

_____ Review the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards"](#) in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) for each category. (see pages 11-19 for applicable amounts for each category)

Eligibility Requirement: Eligible applicants are limited to tribal and non-tribal for-profit (commercial) and nonprofit organizations; faith-based and community organizations; institutions of higher education (including tribal institutions of higher education); and consortiums with

demonstrated national-level and onsite experience working with American Indian and Alaska Native communities.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 23)
- _____ Project Abstract (see page 23)
- _____ Program Narrative (see page 24)
- _____ Budget Detail Worksheet (see page 26)
- _____ Budget Narrative (see page 26)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 29)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 29)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 30)
- _____ Applicant Disclosure of Pending Applications (see page 30)
- _____ Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see page 32)
- _____ Additional Attachments: task timeline, position descriptions, resumes, signed MOU with applicant and subrecipients clearly identified (if submitting an application including more than one organization).
- _____ Research and Evaluation Independence and Integrity (see page 32)
- _____ Employee Compensation Waiver request and justification (if applicable)

Appendix: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Increase the knowledge of criminal and tribal justice practitioners.	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided 	

Objectives	Performance Measure	Data Grantee Provides
		<p>information that could be utilized in their job</p>
<p>Objective 2: Increase a tribal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Number of curricula developed</p>	<p>Number of training curricula:</p> <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
	<p>Number of curricula that were pilot tested</p>	
	<p>Percentage of curricula that were revised after pilot testing</p>	
	<p>Percentage of requesting agencies that rated services as satisfactory or better</p>	<ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality) • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
<p>Percentage of requesting agencies that were planning to implement one or more recommendations</p>		

Objectives	Performance Measure	Data Grantee Provides
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	
Objective 3: Increase information provided to BJA and the criminal and tribal justice communities.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who

Objectives	Performance Measure	Data Grantee Provides
	Percentage of advisory/focus groups evaluated as satisfactory or better	<p>completed an evaluation</p> <ul style="list-style-type: none"> • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	Number of publications developed	<ul style="list-style-type: none"> • Number of publications/resources developed • Number of publications/ resources disseminated
	Number of publications disseminated	
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> • Number of websites developed • Number of websites maintained • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period
	Percentage increase in the number of visits to websites	
	Percentage of information requests responded to	<ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to