

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



BJA FY 21 Tribal Civil and Criminal Legal Assistance Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to improve the capacity of tribal justice systems to address civil and criminal causes of action and activities in their jurisdictions, and to ensure access to quality training and technical assistance (TTA) for systems' development and enhancement. This program furthers the Department's mission and Attorney General's priorities to reduce violent crime and promote public safety by enhancing the rule of law in tribal prosecutions.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C- BJA-2021-00 030-PROD	1- Civil Legal Assistance Services	1	\$600,000.00	10/1/21 12:00 AM	24 Months
C- BJA-2021-00 031-PROD	2- Criminal Legal Assistance Services	1	\$600,000.00	10/1/21 12:00 AM	24 Months

Eligible Applicants:

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Other

Other

For Categories 1 and 2:

Eligible applicants are nonprofit entities as defined by 26 U.S.C. §501(c)(3) which provide legal assistance services for Indian tribes, tribal justice systems, or members of Indian tribes pursuant to federal poverty guidelines. Federal poverty guidelines are updated every year by the U.S. Department of Health and Human Services at <https://aspe.hhs.gov/2020-poverty-guidelines>.

See Eligibility Information in this solicitation.

Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time, Monday-Friday, and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://s.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

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Program Description

Overview

The Tribal Civil and Criminal Legal Assistance (TCCLA) Program provides civil and criminal legal assistance to low-income individuals, Indian tribes, and tribal justice systems to support the development and enhancement of tribal justice systems and access to those systems.

Statutory Authority

25 U.S.C. 3661, et seq. Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2021. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution"; no full-year appropriation for the Department has been enacted for FY 2021.

Specific Information

The TCCLA Program supports 501(c)(3) nonprofit organizations that provide legal assistance services to eligible individuals pursuant to [federal poverty guidelines](#), federally recognized Indian tribes, and tribal justice systems to provide legal aid and indigent defense services to tribal communities located in rural and rural remote regions throughout the United States where legal services are sparse. While the core focus of this program is to provide direct legal services, funding can also support other needs of eligible tribes such as providing conflict counsel for tribes exercising enhanced sentencing authority or special domestic violence criminal jurisdiction authorized through the Violence Against Women Act (VAWA) of 2013 and supporting veterans' legal clinics for Native American veterans. The solicitation seeks applications for: (1) civil legal assistance services and (2) criminal legal assistance services.

Goals, Objectives, Deliverables, and Timeline

Goal

The goal of this program is to build and enhance capacity and improve delivery of civil and criminal legal services to individuals and tribes as well as to develop policies that improve access to tribal justice systems.

Objectives

Category 1: Civil Legal Assistance Services

The objective of this category is to enhance:

- The amount and quality of civil legal assistance services for tribal members pursuant to federal poverty guidelines, federally recognized Indian tribes, and tribal justice systems.
- The amount and quality of other legal assistance services to support tribes enhancing

their capacity, operations, or legal infrastructure.

Category 2: Criminal Legal Assistance Services

The objective of this category is to enhance:

- The amount and quality of criminal defense counsel services at tribal criminal proceedings to individuals pursuant to federal poverty guidelines, federally recognized Indian tribes, and tribal justice systems.
- The amount and quality of other legal assistance to support tribes enhancing their criminal legal capacity, operations, or legal infrastructure.

Deliverables

Category 1: Civil Legal Assistance Services

Award recipients are expected to provide a range of civil legal assistance services that may include guardian ad-litem appointments, court-appointed special advocates, and development and enhancement of tribal court policies, procedures, and code.

Category 2: Criminal Legal Assistance Services

Award recipients are expected to provide a range of criminal defense counsel services that may include adult criminal actions, juvenile delinquency actions, and guardian ad-litem appointments arising out of criminal delinquency acts, or development and enhancement of tribal court policies and procedures and codes.

Award recipients are expected to coordinate and collaborate at the local level to effectively utilize resources and engage the tribal justice system community, educational institutions, community-based organizations, and neighboring jurisdiction(s), as appropriate. Grantees can also expect to develop project and education materials, publications, or webinars that support grant activities and highlight relevant issues of local and/or national importance from a policy, legal, or implementation standpoint.

Awardees are expected to provide civil and criminal legal assistance services for individuals pursuant to federal poverty guidelines, Indian tribes, and tribal justice systems. For project-based activities, grantees will partner with Indian tribe(s) to provide legal or technical assistance such as development of intergovernmental agreements, development of criminal code, establishing a public defense office, or law enforcement training.

BJA will require an initial, annual, and final written summary of projects and deliverables, in addition to semi-annual progress reports. If subgrantees are part of an award, BJA will recommend to grantees that the subgrantees develop an individual implementation plan to guide and track the site's progress on its project objectives, preparation for future data calls, and success stories. The purpose of this report is to share findings and lessons learned with BJA and the TTA provider to assist with program improvements and identify other TTA needs.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

Solicitation Category

Competition ID Enter to sort	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C- BJA-2021-0 0030- PROD	1- Civil Legal Assistance Services	1	\$600,000.00	10/1/21 12:00 AM	24 Months
C- BJA-2021-0 0031- PROD	2- Criminal Legal Assistance Services	1	\$600,000.00	10/1/21 12:00 AM	24 Months

Awards, Amounts and Durations

Anticipated Number of Awards

2

Anticipated Maximum Dollar Amount of Awards

\$600,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$1,200,000.00

Additional Information

Category 1, Civil Legal Assistance Services: One or more awards; grant maximum is \$600,000. Category 2, Criminal Legal Assistance Services: One or more awards; grant maximum is \$600,000.

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation-award decisions.

Availability of Funds

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

Types of Awards

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. 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. See the [OJP Grant Application Resource Guide](#) for or additional information.

Budget Information

See the [OJP Grant Application Resource Guide](#)

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Eligibility Information

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification

requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

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

BJA will consider 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). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Internal Revenue Services (I.R.S.) Determination Letter Recognizing the Applicants 501(c)(3) tax exempt status

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

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

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

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.”)

Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

- Describe how the applicant's plan to provide legal assistance services to Indian tribes and low income tribal members for civil legal assistance and to indigent individuals in tribal criminal proceedings for criminal legal assistance fits into the applicants' current work.
- Describe the complex issues and needs confronting individuals, Indian tribes, and tribal justice systems and access to legal assistance in tribal communities and native villages.
- Provide data to show the nature and scope of the size and demographic makeup of the population that will be candidates for the proposed service area(s). Identify the number of tribes in that service area.
- Describe the challenges tribal jurisdictions and legal services face in assessing need, identifying and adopting new practices, and implementing system change, including implementation of enhanced sentencing authority and special domestic violence criminal jurisdiction.
- Explain the inability to fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

b. Project Design and Implementation

- Describe in detail the proposed deliverables that are responsive to the scope of the problem(s). Provide an estimated number of new cases, number of legal services projects, and other activities. Describe strategies that improve the (1) effectiveness and efficiency of the delivery of services and (2) quality of the delivery of services.

Describe any potential barriers to implementing the project and strategies that will be used to overcome those barriers. The time task plan should be tied to this design.

- Describe the expected outcomes of the proposed services, strategies, and/or project. Describe the applicant's strategy to assess client satisfaction with legal services and how it uses this data to inform enhancements to services and approach.
- Describe implementation and sustainment strategies. Address in detail how the applicant proposes to undertake, accomplish, and sustain the project objectives and deliverables.
- Describe the communication and coordination plan to inform individuals, tribal communities, and tribal government of available resources, and, within that plan, describe the strategy to obtain signed tribal agreements (e.g., letter of agreement, Memorandum of Agreement/Memorandum of Understanding) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project(s) on tribal lands. Describe how the agreements will be collected and managed for audit purposes or BJA grant management activity. A signed agreement includes a request for legal assistance services, proposed response and deliverables, project period, and communication and coordination plan.
- Describe how the applicant will participate in BJA's coordination and collaborative activities which include, but are not limited to, conference calls, webinar sessions, and other activities.
- Describe the size and demographic makeup of the population that will be a candidate for the proposed services and the selection process to identify Indian tribe(s) to receive legal assistance services and identify the number of tribe(s) to receive services in the service area.
- Describe an approach that includes an advisory committee that regularly convenes tribal leadership, legal services organizations, legal aid, and public defenders with the goal of fostering collaboration, cooperation, and program success while minimizing duplication of effort.

c. Capabilities and Competencies

- Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities.
- Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support. Discuss any previous collaboration that occurred that will help to achieve the objectives. Explain existing partnership agreements. Letters of support or any agreements attached to the application should clearly tie to the strategies.
- Describe how key personnel will provide oversight of the project to ensure that the grantee and any subgrantees will accomplish the goal, objectives, and deliverables outlined in this solicitation. The attached position description and résumés/curriculum vitae of key personnel should match the staffing needs necessary to accomplish the tasks outlined in the proposal for a tribal setting.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

- Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected.

- Describe any baseline data that will be used, the method the applicant will use to store data, and any safeguards that the applicant will put in place to protect personally identifiable information. Describe how the applicant will use the findings to improve its program and project, and finally describe how the applicant will share the measurable results of its program with its customers and stakeholders.
- List any additional performance measures that will be used to assess the project's effectiveness and the process for collecting the information, including who will be responsible and how data will be collected.

Note: applicants are **not** required to submit performance data with the application. Rather, 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.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measurement data and performance reports in the PMT or JustGrants. Further guidance on the post-award submission process will be provided, if selected for award. Examples of the performance measures questionnaire can be found at <https://bapmt.ojp.gov/help/TCCLAMeasures.pdf>.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the program's goals, objectives, deliverables and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Attach position descriptions for the staff to be funded and résumés for current staff. If the applicant is hiring, please detail in the timeline when it anticipates the hiring process to be completed and the new hires to commence work.

Timeline Form

Include a timeline/project plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity.

Letters of Support

Attach any relevant letters of support and/or memoranda of understanding from key partners to the project to reflect support, roles, and agreements about collaboration.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. 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.

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by April 7, 2021 at 11:59 pm EST. 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.

The **full application** will be submitted in JustGrants by April 21, 2021 at 11:59 pm EST.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants

application deadline.

Application Review Information

Review Criteria

A. Scored Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers.

Applications will be evaluated on how the proposed project/program addresses the following criteria

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

B. Additional Review Criteria

Other important considerations for BJA include geographic diversity, strategic priorities available funding, past performance, approaches that address regional or national needs, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP 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 necessary to meet the basic minimum requirements.

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, 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.

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's recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

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, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, quarterly 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.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see solicitation cover page.

For contact information for Grants.gov and JustGrants, see solicitation cover page.

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

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Application Checklist

Tribal Civil and Criminal Legal Assistance Program

This application checklist has been created as an aid in developing an application.-

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Select the correct
- Category 1, Civil Legal Assistance Competition ID
- Category 2. Criminal Legal Assistance Competition ID
 - Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
 - Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
 - 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 [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$600,000.

Eligibility Requirement:

Nonprofit entities as defined by 26 U.S.C. §501(c)(3) that provide legal assistance services for Indian tribes, tribal justice systems, or members of Indian tribes pursuant to federal poverty guidelines

- Submit SF-424 and SF-LLL in Grants.gov

After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
Submission has either been successfully validated or rejected with errors (see [OJP](#))

[Grant Application Resource Guide](#)

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

- Contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Receive email notification to complete application in JustGrants

- Complete Application in JustGrants:

Content of Application Submission

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- I.R.S. Determination Letter Recognizing the Applicants 501(c)(3) Tax Status

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 information from Grants.gov) (see page [insert page number])
- Project Timeline
- Letters of Support and/or memorandum of understanding
- Position Descriptions/Résumés for Key Personnel

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (web-based form)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants
- *If No JustGrants Application Submission, Validation, or Error Notifications are Received:*
- Contact JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties.