Presenters

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Agenda

• Tribal Civil and Criminal Legal Assistance (TCCLA) Program Overview
• Application Overview
• Resources
• Just Grants
SECTION 1
TCCLA PROGRAM OVERVIEW
Tribal Awards

• Civil Legal Assistance Services

• Criminal Legal Assistance Services
Training & Technical Assistance Awards (in development)

• Overall technical assistance and training for TCCLA grantees and subgrantees:
  • Holistic Defense Curriculum Development and Pilot Project
  • Tribal Legal Advocacy Training

• Tribal Law and Order Act Implementation of Enhanced Sentencing Authority Curriculum Development Project
Question & Answer Session
SECTION 2
APPLICATION OVERVIEW
**Important:** Applications have **two** deadlines. The first is in Grants.gov and the second is in JustGrants.

Grants.gov deadline: **April 7, 2021**
JustGrants deadline: **April 21, 2021**

There will be one recording of the solicitation webinar. They will be made available on the following links:

- [https://bja.ojp.gov/program/tribal-civil-and-criminal-legal-assistance-tccla-program/funding](https://bja.ojp.gov/program/tribal-civil-and-criminal-legal-assistance-tccla-program/funding)
Where to find the TCCLA Solicitation

• Fiscal Year 2021 Tribal Civil and Criminal Legal Assistance Program Solicitation can be found at:

  https://bja.ojp.gov/funding/opportunities/o-bja-2021-51003
Program Goal

The goal of the TCCLA 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.
Program Objectives

Category 1: Civil Legal Assistance Services

• 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.
Program Objectives

Category 2: Criminal Legal Assistance Services

• The amount and quality of criminal 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.
Eligibility

Eligible Applicants
Nonprofits having a 501(c)(3) status with the Internal Revenue Service, other than institutions of higher education, Other

Other Eligible Applicants
For Categories 1 and 2:
• Eligible applicants are nonprofit entities as defined by 26 USC § 501(c)(3), including tribal nonprofit organizations, tribal enterprises, and educational institutions (public, private, and tribal colleges and universities), 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.

Important
The 501(c)(3) tax status of a nonprofit is required, per the authorization (25 U.S.C.§ 3661et.seq.).
Grant Categories

The solicitation features the following two categories:

• Category 1, Civil Legal Assistance Services

• Category 2, Criminal Legal Assistance Services
Allowable Use of Funds

Category 1: Civil Legal Assistance Services
One or more awards; grant maximum is $600,000. Twenty-four month performance period.

• Direct Legal 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.

• Project-Based Activities:
  For project-based activities, grantees will partner with Indian tribe(s) to provide legal or technical assistance such as development of tribal law or intergovernmental agreements or establishing a tribal civil legal assistance office.
Allowable Use of Funds

Category 2: Criminal Legal Assistance Services
One or more awards; grant maximum is $600,000. Twenty-four month performance period.

- Direct Legal 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.

- Project-Based Activities:
  For project-based activities, grantees will partner with Indian tribe(s) to provide legal or technical assistance such as development of criminal codes or intergovernmental agreements, establishing a public defense office, or law enforcement training.
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.
Grant Requirements

• Initial, annual, and final written summary of projects and deliverables.
• Semi-annual progress reports
• Quarterly financial reports.
Grantee Requirements

• 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.
Grantee Requirements

• 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.

• Consider using the advisory committee to review deliverables before submitting to BJA.
Subgrantee Recommendation

• If subgrantee(s) is/are part of an award, BJA recommends to develop an individual implementation plan to guide and track the site’s progress on its project’s objectives, preparation for future data calls, and success stories.

• The purpose of the report is to share findings and lessons learned with BJA and TTA provider to assist with program improvements and identify other TTA needs.
This solicitation identifies basic minimum requirements that an application must meet to move forward to peer review.

The critical elements of this solicitation includes:

• Proposal Abstract,
• Proposal Narrative,
• Budget Detail Worksheet and Budget Narrative, and
• Internal Revenue Service Determination Letter Recognizing the 501(c)(3) tax status.

Reminder: Project timeline do not forget to include in your application package.

**Important Note:**
Applications that do not contain ALL elements designated by BJA as critical in the solicitation will not be submitted to peer review.
Proposal Abstract (required)

Summarize the proposed project, include:

- **Title of Overall Project/Award** [e.g. (tribal legal service/activity name) for Civil Legal Assistance Services Program]

- **Primary services/activities, products and deliverables**

- **Amount of funding requested** (requested amount should not exceed grant amount for the category applying)

- **Service area. Number of tribes to receive services and number of tribes in service area.**

- **Target population proposed to receive services**

- **Current capacity and increased capacity, if funded**

- **Data collection mechanisms**

**Note**: BJA recommends that applicants use the abstract template in Justgrants and keep to a **400** word limit.
Proposal Narrative (required)

Make sure you understand and follow the instructions about page limits for the program narrative.

Proposal Narrative must be:

- Double-spaced,
- Standard 12-point font (Times New Roman font), and
- 1-inch margins.
- Should not exceed 15 pages.
- Number pages “1 of 15,” etc.

Helpful Tip: A table can be single spaced and can be put in an attachment if it is not a required component of the program narrative.
<table>
<thead>
<tr>
<th>Section</th>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the Issue</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>Project Design and Implementation</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>Capabilities and Competencies</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>Plan for Collecting the Data Required for this Solicitation’s Performance Measures</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>Budget</td>
<td>10%</td>
<td>10%</td>
</tr>
</tbody>
</table>
Budgets and the Budget Narrative

• The budget narrative should relate directly to the project design.
  o There should be no expenses in the budget that are not referenced in the project/program
    narrative (e.g., do not ask for laptop when not mentioned in program narrative).

• Personnel costs should relate to the key personnel for the project.

• Subrecipients should be categorized as either subawards or procurement contracts and also be
  clearly stated in the project/program narrative. Please refer to OJP guidance on this topic:

• The budget should include adequate funding to fully implement the project, but not more than
  the amount listed in the solicitation as the available funding amount.

• The budget narrative should leave no questions for a reviewer about the purpose of the
  requested funds.

• The total federal request entered in the SF-424 should match the total federal request in the
  application budget for the entire project period.
• Itemized budget for each year of the grant.

• No match is required.

• Applicants should budget up to three team members attend up to two conferences or trainings per year to support ongoing capacity and success in implementation.

• If an applicant has more than five subgrantees, it is encouraged to set aside training funds for staff to attend local and national training activities.

• Prior approval, planning, and reporting of conference/meeting/training costs
A copy of the Internal Revenue Service determination letter recognizing the applicants 501(c)(3) tax exempt status must be submitted in your application package.

This letter determines eligible and further review of the application package.
Timeline / Project Plan should include:

• Outline of goals and objectives

• Summarize major tasks and activities, deliverables, expected date of completion, and who is responsible for each activity

• Indicate number of program participants to be served quarterly

• Include solicitation requirements and expectations
Additional Attachments

Do not forget about the additional attachments when you are preparing your application!

**Tip:** Make sure you triple check your checklist and make sure you have everything.

- Project timeline
- Letters of Support and/or memorandum of understanding
- Position Descriptions/ Resumes for Key Personnel
- Request for Justification for Employee Compensation; Waiver (if applicable)
- Information to Complete the Application (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 information form Grants.gov)
2021 TCCLA Solicitation
Nonprofits (applicants) will be required to provide the communication and coordination plan to inform individuals, tribal communities, and tribal government of available resources and provides a strategy to obtain signed tribal agreements that the applicant has the requisite authorization.

Grantees will be required to:
• Engage with Tribal Leadership/Tribal Judicial Leadership to implement the project(s) on tribal lands.

• Memorialize via a letter of agreement, MOA/MOU, tribal resolution, or other agreement that the applicant has the requisite authorization from the tribe(s) to implement proposed project(s) on tribal lands. A signed agreement includes interest in legal assistance services, proposed responses and deliverables, project period, and communication and coordination plan.

• Applicants will keep these agreements on file for audit purposes and to address any issues that surface between the tribe and nonprofit. BJA may request copies of MOAs/MOUs, tribal resolution, agreements for grant management purposes.
Other Required Documents

- Financial Management and System of Internal Controls Questionnaire
- Applicant Disclosure and Justification – DOJ High-Risk status (if applicable)
- Disclosure of Lobbying Activities
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurance
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements
- Applicant Disclosure of Pending Applications
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)
- Research and Evaluation Independence and Integrity
Common Mistakes

• Does not respond to all of the requested information.
• Failed to submit all required documents (Abstract, Narrative, Budget, and IRS Determination Letter Recognizing the 501(c)(3) tax status).
• Failed to draw connection between statement of the problem and the program design.
• Does not provide the requested information in relevant section where peer reviewers could easily locate it.
• Inconsistencies identified within proposal – different writers by section.
• Did not provide specific measurable targets for performance measures.
TIPS

- Check all of the resources linked in the RFP.
- Use scoring criteria as a general guide for how many pages to devote to each section.
- Don’t wait until the deadline to apply.
- Go back and review the budget after completing the narrative.
- Focus on attachments (*Project Timeline/Time Task Plan!*).
- PDF everything!
If unsuccessful

- Always ask Agency to provide comments.
- Keep prior proposals and comments *(although different review panel each time)*,
- Ask Agency what other services can be provided such as:
  - Training and Technical Assistance (T/TA),
  - Capacity Building, and
  - Scholarships for Conferences/Trainings.
- Ask Agency for copies of successful applications.
- Serve as peer reviewer.
Question & Answer Session
SECTION 3

JUSTGRANTS
JustGrants

• Offers a streamlined, end-to-end process, enabling applicants and grantees to move seamlessly through the full grants management life cycle.

• Gives applicants and award recipients new ways to manage their own entity information and that of users in the system.
Application Submission

- Identify the forms needed to submit an application.
- Complete a web-based budget form.
- Complete an application, including certifying the information.
- Submit the application.
JustGrants Support

Access tutorials and sign up for training alerts.

Learn more about DOJ’s grants management and financial systems.

https://justicegrants.usdoj.gov
Questions?

**JustGrants Technical Support**

For technical assistance with submitting the full application in DOJ’s Justice Grants System (JustGrants), contact the JustGrants Service Desk.

Technical Support

JustGrants.Support@usdoj.gov

Or

(833) 872–5175

Monday – Friday between the hours of 5:00 AM and 9:00 PM EST
Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST
Question & Answer Session
SECTION 4
RESOURCES
Websites

• BJA TCCLLA Program
  https://bja.ojp.gov/program/tribal-civil-and-criminal-legal-assistance-tccla-program/overview

• FY 2021 TCCLLA Solicitation
  https://bja.ojp.gov/funding/opportunities/o-bja-2021-51003
Websites

• TCCLA TTA resources provided by National American Indian Court Judges Association
  http://www.naicja.org/tccla-training-and-technical-assistance/

• Enhanced Sentencing Authority TTA provided by American Probation and Parole Association
  https://www.appa-net.org/TCCSC/resource-legislations.html
Question & Answer Session
THANK YOU FOR YOUR PARTICIPATION