

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 pleased to announce that it is seeking applications for funding under the Tribal Justice Capacity Building Training and Technical Assistance Program. The program furthers the Department's efforts to assist federally recognized Indian tribes in planning and implementing comprehensive strategies to reduce and control crime associated with alcohol and other drug abuse; and in developing, implementing, and enhancing American Indian and Alaska Native tribal justice systems.

Tribal Justice System Capacity Building Training and Technical Assistance Program FY 2016 Competitive Grant Announcement

Applications Due: June 2, 2016

Eligibility

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 tribal organizations and consortiums with demonstrated national-scope and onsite experience working with American Indian and Alaska Native tribes.

BJA encourages applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered in each category; however, a subrecipient may be part of multiple proposals.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 9:00 p.m. eastern time on June 2, 2016.

All applicants are encouraged 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 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with 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 announcement: BJA-2016-9520

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Tribal Justice Capacity Building Training and Technical Assistance Program

CFDA # 16.608 and 16.616

A. Program Description

Overview

The Tribal Justice System Capacity Building Training and Technical Assistance Program is a comprehensive approach by BJA to deliver training and technical assistance (TTA) on a variety of tribal justice matters to federally recognized Indian tribes. The TTA must 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. Funding for TTA awards is provided through the Department of Justice Appropriations Act, 2016, Pub. L. No. 114-113, 129 Stat 2242, 2308.

Program-Specific Information

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

The Tribal Justice System Capacity Building TTA solicitation seeks TTA to provide support for a number of specific BJA grant programs and to support tribes in other critical areas of their justice systems.

Three of the seven categories of this TTA solicitation support programs included in the DOJ's Coordinated Tribal Assistance Solicitation (CTAS). 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). 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.

CTAS PA 2: Comprehensive Tribal Justice Systems Strategic Planning (funded by BJA, OJJDP, OVC, COPS Office, OVW and managed by BJA) provides funding and intensive TTA to assist tribes in engaging in comprehensive justice system-wide strategic planning to improve tribal justice and community wellness and safety including activities outlined in the Tribal Law and Order Act (TLOA), such as strategic planning and the development of a Tribal Action Plan (TAP).

CTAS PA 3: Justice systems and Alcohol and Substance Abuse Program (formerly the Tribal Courts Assistance program and Indian Alcohol and Substance Abuse Prevention program) provides flexible resources for tribes to develop, enhance, and continue tribal justice systems (including law enforcement, pretrial services, risk and needs assessment development and implementation, diversion programming, tribal court services, detention programming, community corrections, reentry planning and programming, justice system infrastructure

enhancement, and justice system information sharing); to respond 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); to implement enhanced authorities and provisions under the Tribal Law and Order Act and the Violence Against Women Reauthorization Act of 2013; to address the needs of young adults (ages 18–25) who are involved with or at risk of involvement with the justice system; and to engage in comprehensive strategic planning to improve tribal justice and community safety as it relates to tribal courts and alcohol and substance abuse.

CTAS PA 4 provides funding to tribes to renovate or expand existing buildings to enhance conditions or to change the use of a building to any of the following purposes: single jurisdiction or regional tribal correctional facilities, correctional alternative/treatment facilities, multipurpose justice centers (including police departments, courts, and corrections), and transitional living facilities (halfway houses) associated with the incarceration and rehabilitation of juvenile and/or adult offenders; to complement efforts to implement enhanced authorities and provisions under the Tribal Law and Order Act and the Violence Against Women Reauthorization Act of 2013 by enhancing justice system infrastructure.

Goals, Objectives, and Deliverables

The goals of the Tribal Justice System Capacity Building Training and Technical Assistance Program are to: (1) provide a comprehensive array of training and technical assistance to assist a federally recognized Indian tribe's ability to implement and enhance programs to reduce alcohol, substance abuse, and related crimes, and (2) strengthen the tribe's ability to implement and enhance tribal justice systems through training and technical assistance to increase their knowledge of emerging technology, evidence-based practices, and new models of service.

The objectives for achieving program goals include:

- Increasing the knowledge of criminal and tribal justice practitioners through in-person training, web-based learning, distance learning using webinars, teleconferences, and developing or revising training curricula.
- Increasing a tribal justice agency's ability to solve problems and/or modify policies or practices.
- Increasing information 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:

Providing proactive, comprehensive, user-friendly training and technical assistance services to tribal communities.

- Developing uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
- Developing and disseminating publications, teleconferences, webinars, peer-to-peer consultations, and onsite technical assistance, and providing ongoing offsite technical assistance by phone, email, and publications.
- Communicating and conducting outreach to non-grantee tribes and tribal organizations to participate in and benefit from TTA services.
- Developing culturally competent curricula based on adult learning theory.
- Participating 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.

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. The [OJP CrimeSolutions.gov](https://www.ojp.gov/crimesolutions) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

BJA estimates that it will make up to 7 awards of up to \$300,000-\$800,000 each (see pages 7-14 for details) for an estimated total of \$3,675,000 for an up to 18-month project period, beginning on October 1, 2016.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include,

among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of 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 17). A single application may not be intended to 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 up to 18 months and the project start date should be on or after October 1, 2016. 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 Selection Criteria, page 31).

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: ENHANCING TRIBAL AND STATE COLLABORATIONS. Competition ID: BJA-2016-9740. One award up to \$650,000

Applications are solicited for one training and technical assistance (TTA) program to develop and foster collaboration among tribal-federal-state-local governments in order to improve public

safety and victims' services effectiveness and reduce and combat crime in Indian Country and nearby communities. Applications should reflect a commitment to help tribal communities develop and/or enhance collaboration among state, local, and federal entities such as law enforcement authorities, court systems (including prosecution and public defense), 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.

Activities include:

- Host an event of tribal-federal-state stakeholders (stakeholders) to plan and coordinate this national effort.
- Support and leverage resources for up to two statewide intergovernmental collaborative events (such as meetings, listening sessions, tribal-state court forums, or coordination and consultation initiatives) or smaller 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 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 TTA resources (such as onsite technical assistance, distance learning, curriculum development, etc.) building on past recent products. See the TTA Page of the [DOJ Tribal Justice and Safety website](#). Provide tailored training and utilize recent BJA-sponsored curriculum, [Enhance Tribal-State Public Safety Partnerships](#). TTA requests may include developing memoranda of understanding; interjurisdictional agreements and/or mutual aid agreements; full faith and credit agreements; and protocols for interjurisdictional relationships and activities between tribal, state, and/or federal entities of law enforcement, courts, prosecution, public defense, community corrections, offender reentry processes, victims' services agencies, and justice information sharing agencies. Requests may include community education or engagement.
- Develop two publications on emerging practices and tool(s) that will assess readiness of participating jurisdictions/communities to engage in intergovernmental collaborative activities in Public Law (PL) 280 and non PL 280 jurisdictions.
- Identify, coordinate, and track TTA requests through the BJA-led Tribal-Federal-State Intergovernmental Collaboration (IGC) Team and, through BJA, access DOJ and other federal agencies and organizations including the [National Training and Technical Assistance Center](#) and the [Diagnostic Center](#).
- Maintain tribal-state collaboration website and clearing house that includes resources, events, and tools to facilitate tribal, state, and federal collaboration efforts. This will build on the BJA-funded [Walking on Common Ground](#) website.
- Participate in the IGC Team and assist with future in-person IGC Team meetings, quarterly IGC Team meetings and other requested activities.
- Work in collaboration with DOJ to help support the VAWA inter-tribal working group and providing needed resources on TLOA.
- Provide other intergovernmental collaborative activities as appropriate.

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. Please provide a signed partnership agreement (MOU/MOA) and a list of additional partners and experts with the application. The applicant and partners will work closely with BJA to develop and implement this resource.

CATEGORY 2: COMPREHENSIVE STRATEGIC PLANNING (Competition ID: BJA-2016-9741). One Award up to \$625,000

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 the Coordinated Tribal Assistance Solicitation (CTAS), is a joint effort of the Bureau of Justice Assistance, Office of Community Oriented Policing Services, Office for Victims of Crime, Office of Juvenile Justice and Delinquency Prevention, and Office on Violence Against Women. 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 encouraged. 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 goal applicants are required to complete the following deliverables:

- Provide intensive onsite and office-based TTA to support grantee tribes including:
 - Conducting one in-person CTAS PA 2 orientation for new FY 16 grantees.
 - Conducting 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, as well as defense services/legal aid.
 - Assisting grantees in building their planning team and identifying roles and responsibilities.
 - Assisting grantees in developing and deploying a justice system needs assessment to identify community risks and strengths.
 - Determining goals and action plans in response to problems identified by data.
 - Providing 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, online 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.
- Participate in BJA-led Tribal-Federal-State Intergovernmental Collaboration Team in-person meetings (to be determined) and quarterly meetings (by conference call).

The TTA provider(s) for Category 2 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 FY 2016 CTAS PA 2 grant recipients. However, the TTA provider(s) will be expected to provide assistance to non-grant recipients as well.

CATEGORY 3: SUPPORTING TRIBAL JUSTICE SYSTEMS AND RESPONSES TO ALCOHOL AND SUBSTANCE ABUSE (Competition ID: BJA-2016-9742). One Award up to \$800,000

Applications are solicited for TTA programs designed to assist CTAS PA 3 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; detention programming; community corrections; preventing and responding to alcohol and substance abuse and related crimes including the needs of drug endangered children and 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 encouraged 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 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 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.
- Conduct at least 10 onsite TTA visits and prepare a report for BJA within 60 days after each site visit that summarizes findings and recommended next steps. Follow-up offsite assistance should be provided to implement any recommendations.
- Identify and 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.
- Review quarterly bi-annual narrative progress reports and quarterly performance data reports submitted by grantees. Participate with BJA in analyzing progress information and performance data and make recommendations to BJA in updating the 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 which will include TTA providers and FY 2016 grantees across all nine CTAS Purpose Areas (date and location TBD).
- Collaborate closely on an ongoing basis with BJA and other BJA-funded tribal TTA providers to ensure that high-quality assistance is provided to tribes in a coordinated manner without duplication of efforts on the part of TTA providers.
- Create an instrument for TTA customer evaluation and feedback to communicate recipient levels of satisfaction with the services provided, tracking and reporting results to BJA.
- Administer an annual CTAS assessment and provide a full report with feedback and suggestions to DOJ.
- Participate in BJA-led Tribal-Federal-State Intergovernmental Collaboration Team in-person meetings (to be determined) and quarterly meetings (by conference call).

CATEGORY 4: FACILITATING TRIBAL JUSTICE SYSTEM INFRASTRUCTURE PLANNING, RENOVATION, EXPANSION, AND CONSTRUCTION EFFORTS

(Competition ID: BJA-2016-9743). One Award up to \$300,000

Applications are solicited for TTA programs designed to assist tribes with the planning and implementation process for renovating and/or constructing correctional facilities, multi-purpose justice centers (including courts, police departments, and/or corrections), alternatives to incarceration facilities, and transitional living facilities to address the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction. Applicants from teams of qualified providers are welcomed. If multiple agencies apply as a partnership, one agency must be the applicant with the other organizations 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 goal applicants are required to complete the following deliverables:

- Develop and deliver training for tribal representatives of CTAS Purpose Area 4 funded tribes that will assist them with:
 - Planning the renovation and/or expansion of correctional facilities, multi-purpose justice centers, and alternative to incarceration facilities on tribal lands.
 - Establishing/enhancing (tribal/non-tribal) multi-agency cooperation and collaborations.
 - Developing sustainability plans for the operations and maintenance of corrections options developed.
 - Assessing needs for programming and other space needs within facilities to accommodate services such as defense counsel/legal aid and community-based providers to assist with offender reentry efforts.
 - Applying community-based alternatives to help control and prevent jail overcrowding.
 - Developing plans for staffing, operations, and management of facilities.
- Develop and maintain a distance-learning technical assistance capacity to complement classroom training. Applicants are encouraged to accomplish this in partnership with another entity that already maintains such distance-learning capabilities in lieu of using grant funds to develop duplicative capacities. Online courses may be disseminated by BJA to other TTA providers for availability on other online networks, such as the BJA NTTAC.
- Contribute to DOJ's [Tribal Justice and Safety website](#) by establishing and maintaining a web page dedicated to assisting tribes with the planning process for renovating, constructing, and operating correctional facilities, multi-purpose justice centers, community-based alternative to incarceration facilities, and transitional living facilities.
- Provide assistance to tribes interested in exploring the option of contracting with other nearby tribes, federal or state detention centers, and local detention centers to address incarceration needs.
- Develop and disseminate written materials that support and complement the training sessions.
- Provide technical assistance to recipients of FY 2016 CTAS PA 4 awards and other tribes (based on resource availability) to facilitate tribal efforts to conduct justice system assessments; plan construction, renovation, and/or expansion projects as it relates to tribal justice facilities; and explore community-based alternatives to incarceration options. Technical assistance formats should include onsite visits and offsite assistance (i.e., telephonic, email, guides, publications, online tools).
- Coordinate closely with BJA's Justice Reinvestment Initiative (JRI) and its efforts to work with states, local governments, and tribes to reduce corrections spending and reinvest savings in evidence-based strategies to reduce crime. For more information on JRI, go to www.bja.gov/topics/justice_reinvestment.html
- Work with the tribes, U.S. Department of Interior Bureau of Indian Affairs, U.S. Department of Health and Human Services Indian Health Services, Centers for Medicare and Medicaid Services, and where appropriate state Medicaid to facilitate planning

efforts related to securing operations and maintenance funding and addressing staffing needs for DOJ-funded correctional and alternative to incarceration facilities.

- Participate in BJA-led Tribal-Federal-State Intergovernmental Collaboration Team in-person meetings (to be determined) and quarterly meetings (by conference call).
- Work with new grantees to conduct a thorough assessment of project feasibility and preparedness based on the structural integrity of the facility that the tribe proposes to renovate.
- Develop a project forecast of milestones for each PA4 grantee that will be used to track and assist each tribal grantee in adhering to their project timeline and identify any delays or issues with any of the grantees meeting these milestones within an appropriate timeframe.

CATEGORY 5: BUILDING TRIBAL CAPACITY TO PLAN, DEVELOP, OR ENHANCE COMMUNITY CORRECTIONS CAPACITY. (Competition ID: BJA-2016-9744). One award up to \$400,000

Applications are solicited for a TTA program to help tribal governments plan, develop, and/or enhance community corrections (probation and/or parole). Applications from teams of qualified providers are welcomed. If multiple agencies apply as a partnership, one agency must be the applicant with the other organizations 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 goal applicants are required to complete the following deliverables:

- Assess infrastructure needed to support diversion programs and community corrections.
- Assist with efforts to design and/or staff tribal community corrections programs.
- Develop, deliver, and evaluate tribal probation officer training programs to include:
 - Two 3-week in-person tribal probation academies.
 - Up to three regional in-person tribal probation trainings on specialized topics.
 - Online training designed to enhance tribal probation officer skills to address target population.
- Assess strategies to enhance community corrections capacity other than staff training.

CATEGORY 6: BUILDING TRIBAL CAPACITY TO PLAN, DEVELOP, AND/OR ENHANCE REENTRY EFFORTS (Competition ID: BJA-2016-9745). One award up to \$400,000

Applications are solicited for a TTA program to help tribal governments plan, develop, and/or enhance reentry efforts. Applications from teams of qualified providers are welcomed. If multiple agencies apply as a partnership, one agency must be the applicant with the other organizations 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 goal applicants are required to complete the following deliverables:

- Provide training and technical assistance to address jail-based and prison-based offender reentry of formerly incarcerated individuals returning to tribal communities, activities include but are not limited to:

- Developing, delivering, and evaluating up to two multi-disciplinary in-person workshops.
 - Providing technical assistance (onsite visits, offsite assistance) on reentry and related topics such as programming, risk and needs assessments, identification of resources, case management, and evidence-based practices, or intergovernmental collaborative activities.
 - Providing guidance on establishing an interagency coordination plan to facilitate successful reentry for jail-based and prison-based offender reentry of formerly incarcerated individuals returning to tribal communities from federal, state, local, and tribal correctional facilities.
 - Planning for and hosting distance learning opportunities, such as webinars and subject-specific conference calls for the reentry field at large on priority reentry topics such as strategic planning, collaboration, and sustainability; the use and validation of risk and need assessment tools; case management; and the fundamental principles of evidence-based correctional practices.
- Develop a tribal reentry guide and reentry coordinator's toolkit addressing reentry for populations from federal, tribal, state, and local facilities.
 - Work closely with BJA to identify appropriate collaborative partnerships to leverage resources and intergovernmental collaboration or other activities.
 - Coordinate with the following federal agencies and technical assistance provider(s) as appropriate, on the development of publications, training curriculum, and other tools related to tribal reentry:
 - Office of Juvenile Delinquency Prevention
 - Bureau of Indian Affairs
 - U.S. Department of Health & Human Services and Indian Health Services
 - U.S. Department of Labor
 - U.S. Department of Housing & Urban Development
 - National Reentry Resource Center
 - Federal Bureau of Prisons
 - U.S. Probation and Pretrial Services System
 - Participate in BJA-led Tribal-Federal-State Intergovernmental Collaboration Team in-person meetings (to be determined) and quarterly meetings (by conference call).

CATEGORY 7: ENHANCING TRIBAL ACCESS TO INNOVATIVE JUSTICE PROGRAMS (Competition ID: BJA-2016-9746). One Award up to \$500,000

Applications are solicited for TTA programs designed to improve access to information about emerging and promising tribal justice programs and to provide onsite and virtual support to tribes in replicating, implementing, or enhancing innovative, emerging, and promising tribal justice programs.

Applications from teams of qualified providers are encouraged. One agency must be the applicant with the other organizations clearly identified as subrecipients. Please provide a signed partnership agreement (MOU/MOA) and a list of additional partners and experts with the application.

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

- Maintain and enhance a website highlighting innovative tribal justice programs. This will build on the BJA-funded [Tribal Access to Justice Innovation website](#), expand the number

of tribal justice programs featured, and continue to update the website's content and functionality.

- Provide intensive, onsite technical assistance to tribes seeking to replicate promising programs, develop problem-solving justice initiatives or other innovative approaches to tribal justice needs. Provide office-based TTA on request from federally recognized tribes and deliver presentations related to problem-solving justice at tribal justice conferences.
- Participate in BJA-led Tribal-Federal-State Intergovernmental Collaboration Team in-person meetings (to be determined) and quarterly meetings (by conference call).

Type of Award¹

BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity²) must, as described in the Part 200 Uniform Requirements 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 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

¹ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

² For purposes of this solicitation (or program announcement), "pass-through entity" includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

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

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.³ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

³ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

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 applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and 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 and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including 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 "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see title page.

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

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP 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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate 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 (Times New Roman) with 1-inch margins

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

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications; for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public.

Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

Applicants must respond to the solicitation and the Selection Criteria in the order given. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc. Submissions that do not adhere to the format will be deemed ineligible.

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

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Performance Measures

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Post award, recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatraininq.org/working-with-nttac/providers>.

Below are the performance measures for this solicitation:

Objectives	Catalog ID	Performance Measure	Data Grantee Provides
Increase the knowledge of criminal and tribal justice practitioners through:	458	Number of trainings conducted	For the current reporting period:
• In-person training.	228	Number of participants who attend the training	Number of trainings (by type):
• Web-based learning.	239	Percentage of participants who successfully completed the training	<ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
• Distance learning including webinars and podcasts.			

<ul style="list-style-type: none"> Developing or revising training curricula. 	235	Percentage of participants who rated the training as satisfactory or better	<p>Number of individuals who:</p> <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 <p>For the current reporting period, number of individuals who:</p> <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 information that could be utilized in their job <p>Number of training curricula:</p> <ul style="list-style-type: none"> Developed Pilot tested Revised after being pilot tested
	215	Percentage of participants trained and subsequently demonstrated performance improvement	
	237	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.	
	144	Number of curricula developed	
	520	Number of curricula that were pilot tested	
	521	Percentage of curricula that were revised after pilot testing	
<p>Increase a tribal justice agency's ability to solve problems and/or modify policies or practices.</p>	12	Percentage of requesting agencies who rated services as satisfactory or better	<p>For the current reporting period:</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 who completed an evaluation of services Number of agencies who rated the services a satisfactory or better <ul style="list-style-type: none"> a) in terms of timeliness b) 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
	11	Percentage of requesting agencies that were planning to implement one or more recommendations	

	247	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 • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better
	246	Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
	226	Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better	
Increase information provided to BJA and the criminal and tribal justice communities.	147	Number of conferences or advisory/focus groups held	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed • Number of publications/resources disseminated <ul style="list-style-type: none"> ○ Number of websites developed. ○ Number of websites maintained. • Number of visits to websites during the current reporting period
	493	Percentage of advisory/focus groups evaluated as satisfactory or better.	
	144	Number of publications developed	
	145	Number of publications disseminated	
	492	Percent of websites developed and maintained.	
	486	Percent increase in the number of visits to websites	
	354	Percentage of information requests responded to	

			<ul style="list-style-type: none"> • Number of visits to websites during the previous reporting period • Number of information requests • Number of information requests responded to
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BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Note on Project Evaluations

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

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

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at <http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://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).

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

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

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant 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).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 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 <http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as

both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁴

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

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

⁴ See 2 C.F.R. § 200.414(f).

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

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

Applicants should include the table as a separate attachment to their application. The file should be named "Disclosure of Pending Applications."

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.").

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, 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 could not be given a grant 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), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research 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, for purposes of this solicitation applicants must address the issue of 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 potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

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

C. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

D. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

E. Timeline

Attach a project timeline with each task, expected completion date, and responsible person or organization.

F. Other

- Résumés for key positions;
- Letters of support that outline the partners' responsibilities (if applicable) and time allocation (all projects /additional employment, all consultants, project end date, time allocation of all consultants [in hours, percentage]).
- Signed partnership agreement (MOU/MOA) and a list of additional partners and experts who will be involved in the project.

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 www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for 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. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

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 “&” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” 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:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The

identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications 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 up to 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-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 numbers for this solicitation are:

16.608	titled "Tribal Court Assistance Program"	BJA-2016-9520
16.616	titled "Indian Alcohol and Substance Abuse Program"	BJA-2016-9520

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant

should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or 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 well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **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. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 9:00 p.m. eastern time on June 2, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicant must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally 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, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁵ (10%)

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

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as "critical elements."
- Applicants will be checked against the System for Award Management (SAM).

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

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations,

⁵ 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.

geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification 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 how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must

provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁶ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients 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. Future awards and fund drawdowns may be withheld if reports are delinquent.

⁶ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 [FFATA]).

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

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

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

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

Application Checklist

Tribal Justice Capacity Building Training and Technical Assistance Program

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

_____ The federal amount requested is within the allowable limit(s) see *pages 7-14 for applicable amounts for each category.*

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 28)
- _____ Acquire or renew registration with SAM (see page 29)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 29)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 29)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 29)
- _____ Select the correct Competition ID (see page 29)
- _____ Download Funding Opportunity and Application Package (see page 29)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 27)
- _____ 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 17)

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 29)

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

- _____ contact BJA regarding experiencing technical difficulties (see page 30)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) for each category. (see pages 7-14 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 18)
- _____ Project Abstract (see page 18)
- _____ Program Narrative (see page 19)
- _____ Budget Detail Worksheet (see page 22)
- _____ Budget Narrative (see page 22)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 23)
- _____ Applicant Disclosure of High Risk Status (see page 24)
- _____ Additional Attachments: task timeline, position descriptions, resumes, signed MOU with applicant and subrecipients clearly identified (if submitting an application including more than one organization).
 - _____ Applicant Disclosure of Pending Applications (see page 24)
 - _____ Research and Evaluation Independence and Integrity (see page 25)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 27)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 27)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 16)