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The US Department of Justice (DOJ) is pleased to announce that it is seeking applications for funding to improve public safety and victim services in tribal communities. This solicitation provides federally recognized tribes and tribal consortia an opportunity to apply for funding to aid in developing a comprehensive and coordinated approach to public safety and victimization. DOJ's existing Tribal Government–specific programs are included in and available through this single Coordinated Tribal Assistance Solicitation.

US Department of Justice
Coordinated Tribal Assistance Solicitation

Fiscal Year 2018 competitive grant announcement

Eligibility

It is very important that applicants review this information carefully. Applications submitted by ineligible entities will be removed from further consideration during an initial review process.

Only federally recognized Indian tribes, as determined by the Secretary of the Interior, may apply. This includes Alaska Native villages and tribal consortia consisting of two or more federally recognized Indian tribes. Tribal designees are eligible participants only for certain activities related to the DOJ's Office on Violence Against Women (OVW) and Office for Victims of Crime (OVC) programs. (See pages i through iv for a list of additional eligibility criteria and exceptions by purpose area.)

DOJ may elect to make awards for applications submitted under this solicitation for FY 2019 depending on the merit of the applications and the availability of appropriations. Individual purpose areas may consider FY 2018 applications for FY 2019 and not solicit for new applicants in the FY 2019 CTAS.

***BJA will prioritize grant funding for programs targeted for reducing criminal gang activity in rural communities.**

Eligibility exceptions

Purpose area #1 (Office of Community Oriented Policing Services [COPS Office] Public Safety and Community Policing)

Under this purpose area only, applicants must have an established law enforcement agency that is operational as of March 20, 2018 (which is the closing date of this application) or receive services through a new or existing contract for law enforcement services with the Bureau of Indian Affairs (BIA) or a state or local agency.

Purpose Area #5 (Office on Violence Against Women [OVW] Tribal Governments Program)

A federally recognized tribe or an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply. If the applicant is a **tribal designee** under purpose area #5, the OVW Tribal Governments program, the applicant will need a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application, which should (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe and (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or other satisfactory evidence of legal authority must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application due date.**

In addition, applicants that received three-year awards under the OVW Tribal Governments Program funding in FY 2016 or two- or three-year awards in FY 2017 are *not eligible* to apply for continuation funding with regard to the FY 2016 or FY 2017 awards or for new funding. Applicants with OVW Tribal Governments Program awards from FY 2015 or earlier generally are eligible to apply for purpose area #5 funding in FY 2018; however, eligibility may be limited as follows based on the amount of funding remaining in the applicant's FY 2015 or earlier award:

- **If the applicant has 70% or more of funds remaining in the award as of March 20, 2018, it is not eligible for FY 2018 funding in this program.**
- **If the applicant has 50–69% of funds remaining in the award as of March 20, 2018, it is eligible, but the amount of funding may be reduced from the requested amount.**
- **If the applicant has 49% or less of funds remaining in the award as of March 20, 2018, it is eligible for a new award up to the full amount.**

Applicants with open awards from multiple years (including FY 2016 and 2017) may apply for continuation of awards only from 2015 or earlier.

This eligibility requirement also extends to organizations or associations that are granted the authority to apply on behalf of the tribe(s). In addition, if a tribe has an award from 2016 or 2017, it generally may not apply through a designee in 2018.

Purpose Area #6 (Office for Victims of Crime [OVC] Children's Justice Act Partnerships for Indian Communities program)

A federally recognized tribe or an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply. If the applicant is a tribal designee under purpose area #6 OVC Children's Justice Act (CJA) Partnerships for Indian Communities program, the applicant will need a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application, which should (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe and (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or other satisfactory evidence of legal authority must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application due date.**

In addition, under this purpose area, CTAS FY 2017 CJA Program awardees are *not eligible* to apply for CTAS FY 2018 Purpose Area #6 CJA program.

Purpose Area #7 (Office for Victims of Crime [OVC] Comprehensive Tribal Victim Assistance program)

A federally recognized tribe or an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply. If the applicant is a **tribal designee** under purpose area #7 OVC Comprehensive Tribal Victim Assistance (CTVA) program, the applicant will need a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application, which should (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe and (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or other satisfactory evidence of legal authority must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application due date.**

In addition, under this purpose area, CTAS FY 2017 CTVA Program awardees are *not eligible* to apply for CTAS FY 2018 Purpose Area #7, CTVA program.

Purpose Area #8 (Office of Juvenile Justice and Delinquency Programs [OJJDP] – Juvenile Tribal Healing to Wellness Courts)

Federally recognized tribes that have received OJJDP funding through the FY 2014 Tribal Healing to Wellness Court Responses to Underage Drinking Initiative solicitation or the FY 2015, FY 2016 or FY 2017 CTAS OJJDP purpose area #8 are *not eligible* to apply for funds in this purpose area.

Purpose Area #9 (OJJDP – Tribal Youth Program)

Any active Purpose Area #9 (OJJDP TYP) awardees that have a period of performance end date **on or after June 30, 2019** at the time of application are not eligible to apply for funds under the FY 2018 CTAS purpose area #9.

Deadline

All applications must be submitted through DOJ's online Grants Management System (GMS) at https://grants.ojp.usdoj.gov/gmsexternal/.There are two steps: (1) registering in GMS and (2) applying and submitting an application in GMS.

Registration

Applicants must register with GMS prior to submitting an application. An applicant will not be able to submit an application without registering in GMS before the application deadline of **9:00 p.m. Eastern Time (ET) on March 20, 2018.** ***Applicants should begin the registration process immediately to meet the GMS registration deadline, especially if this is the first time using the system. It is strongly recommended that applicants register early but no later than Tuesday, February 27, 2018, in order to resolve difficulties well in advance of the application deadline.*** **See section H "How to Apply" on page 64 of this solicitation for further details.**

Note: This solicitation will be available in GMS from January 3 through March 20, 2018.

Application submission

The deadline for submitting applications in response to this grant announcement is **9:00 p.m. ET on Tuesday, March 20, 2018.** Applications submitted after **9:00 p.m. ET on March 20, 2018**, will *not* be considered for funding.

It is strongly recommended that applicants submit their application well in advance of the application deadline to ensure all application steps are completed and all materials are submitted before the deadline.

Refer to "How to Apply" on page 64 for more information on how to register with GMS.

Note: If Internet access is not available to submit an application electronically to GMS, contact the Response Center at 800-421-6770 no later than Thursday, February 15, 2018, to request instructions on how to submit an application by alternative means.

IMPORTANT WARNING! Each tribe, tribal consortium, or tribal designee will be allowed only one application submission. An application can be revised in GMS until the application deadline, **9:00 p.m. ET, Tuesday, March 20, 2018.** Please note that only the final version of an application submitted in GMS will be considered.

If a tribe or tribal consortium submits more than one application, only the final application will be considered in the review process.

A tribe may apply as part of a consortium and also submit its own independent application provided that the independent application is for funding for activities that are distinct from those activities for which the tribal consortium has applied.

Contact Information

Technical assistance for submitting an application

For technical assistance with submitting an application, contact the GMS Support Hotline at 888-549-9901, option 3, or via email at GMSHelpDesk@usdoj.gov. The GMS Support Hotline hours of operation are Monday–Friday from 6:00 a.m. to 12:00 midnight ET, except U.S. Federal Government holidays (see https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2017).

Solicitation requirements programmatic and general assistance

For programmatic and general assistance with the solicitation requirements, contact the Response Center at 800-421-6770 or via email at tribalgrants@usdoj.gov. The Response Center's hours of operation are Monday–Friday from 9:00 a.m. to 5:00 p.m. ET, except U.S. Federal Government holidays (see https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2017).

Information regarding upcoming webinars and trainings is available at www.justice.gov/tribal/training-and-technical-assistance.

Solicitation documents

For all supporting documents pertaining to the Coordinated Tribal Assistance Solicitation visit the Tribal Justice and Safety website at https://www.justice.gov/tribal/open-solicitations.

Release date

January 3, 2018

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Coordinated Tribal Assistance Solicitation (CTAS)

A. CTAS Description

Overview

In 2009, based on a series of meetings across the country addressing violent crime in tribal communities, DOJ made the decision to decrease the number of applications tribes and tribal consortia were required to submit to receive grant funds. In 2010, DOJ launched its first Coordinated Tribal Assistance Solicitation (CTAS), which combined DOJ's existing Tribal Government–specific competitive solicitations into a single solicitation requiring 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.

Over the past eight years, through numerous meetings, tribal written comments, face-to-face tribal consultations, focus groups, and listening sessions—the first of which occurred at the DOJ Tribal Consultation on Violence Against Women on October 4, 2017, and the next to occur on the reservation of the Fort McDowell Yavapai Nation and the American Indian Justice Conference on December 6, 2017, on the reservation of the Agua Caliente Band of Cahuilla Indians—DOJ has continued to further refine CTAS. In addition, DOJ has circulated an assessment tool to tribes each year to gather feedback about their experiences applying for CTAS.

DOJ has incorporated feedback from the tribal meetings and consultations as well as the assessment tool and made the following **changes to the CTAS for FY 2018:**

- The question-and-answer templates have been further coordinated and refined across purpose areas to ensure more clarity and to reduce duplication.
- The strategic planning program template has been updated for clarity.
- The demographic form, as it relates to purpose area #1 (COPS Office), and its submission requirements have been updated. The demographic form applies only to applicants applying for purpose area #1 (COPS Office).
- The budget worksheet was redesigned to be more user-friendly and to reflect software updates.
- Project abstracts for each purpose area are new and required for FY 2018.
- OVW removed the restriction that no more than 50% of the budget for purpose area #5 can go to services for youth and services for children exposed to violence.
- The scope of allowable funding options under purpose area #4 (Tribal Justice System Infrastructure Program) has been expanded to include using funds to build prefabricated or permanent modular facilities.

In FY 2017, 225 tribes (individually or as part of consortia) submitted applications resulting in DOJ funding 125 tribes with 212 awards. The awards covered nine purpose areas totaling more than $101 million.

As in the previous eight fiscal years, this FY 2018 solicitation refers to DOJ's Tribal Government–specific competitive grant programs as purpose areas. 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.

In response to a single tribal or tribal consortium application requesting funds from multiple purpose areas, multiple awards may be made. Purpose areas may be funded and administered by different DOJ program offices (see part C "Purpose Areas—Snapshot" on page 5, which identifies the DOJ program office that manages each purpose area). DOJ anticipates that awards will be managed by the awarding DOJ program office.

Changes to DOJ grant programs enacted with the passage of the Tribal Law and Order Act (TLOA) continue to be incorporated into this solicitation. For more information regarding TLOA, visit www.justice.gov/tribal/.

In addition to the CTAS coordinated approach for funding for FY 2018, federally recognized tribes and tribal consortia may be eligible for and are encouraged to submit separate applications to any non–Tribal Government–specific DOJ grant programs for which they may be eligible. For information on additional funding sources, go to www.grants.gov and the websites of individual federal agencies.

The DOJ components offering Tribal Government–specific grant resources through the nine purpose areas identified in this Coordinated Tribal Assistance Solicitation are listed here. For more information on each component, see www.justice.gov/tribal/.

- Office of Community Oriented Policing Services (COPS Office)
- Office of Justice Programs, Bureau of Justice Assistance (BJA)
- Office on Violence Against Women (OVW)
- Office of Justice Programs, Office for Victims of Crime (OVC)
- Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP)

Table of statutory authorities listed by purpose area

Purpose area	Authority
1. Public safety and community policing (COPS Office Tribal Resources Grant Program—Hiring and Equipment/Technology)	Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. § 10381, as amended; Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322
2. Comprehensive Tribal Justice Systems Strategic Planning (BJA, OJJDP, OVC, COPS Office, OVW)	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2018.*
3. Tribal Justice Systems (BJA)	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2018.*
4.Tribal Justice System Infrastructure Program (BJA)	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2018.*
5. Office on Violence Against Women (OVW) Tribal Governments Program	34 U.S.C. § 10452.
6. Children's Justice Act Partnerships for Indian Communities (OVC)	34 U.S.C. § 20101(g).
7. Comprehensive Tribal Victim Assistance program (OVC)	34 U.S.C. § 20103 (c)(1)(B).
8. Juvenile Tribal Healing to Wellness Courts (OJJDP)	34 U.S.C. §§ 10611-10619; additional authority may be provided by a full-year appropriations act for fiscal year 2018.*
9. Tribal Youth Program (OJJDP)	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for the fiscal year 2018.*

*As of the writing of this solicitation, DOJ is operating under a short-term continuing resolution; no full-year appropriation has been enacted for the department for FY 2018.

Under the False Claims Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving CTAS funds may be referred to the Office of the Inspector General (OIG). The OIG may be contacted at oig.hotline@usdoj.gov, www.justice.gov/oig/hotline/, or 800-869-4499.

B. Frequently Asked Questions

For further information on this solicitation's requirements and supporting documents, see the frequently asked questions (FAQ) at https://www.justice.gov/tribal/open-solicitations. The FAQs will be updated as necessary. It is highly recommended that prospective applicants regularly visit www.justice.gov/tribal/ for updates.

C. Purpose Areas—Snapshot

DOJ Tribal Government–specific competitive grant programs outlined in this solicitation are referred to as purpose areas. Applicants may apply for funding under the purpose area(s) that best addresses tribes' concerns related to public safety, criminal and juvenile justice, and the needs of victims or survivors of domestic violence, sexual assault, and other forms of violence. Following is a snapshot of the purpose areas. See detailed information for each purpose area in part F, "Purpose Areas—Specific Information," beginning on page 19.

1. Public safety and community policing (COPS Office)
2. Comprehensive tribal justice systems strategic planning (BJA,COPS,OVW, OJJDP, OVC)
3. Tribal Justice Systems (BJA)
4. Tribal Justice System Infrastructure program (BJA)
5. Office on Violence Against Women (OVW) Tribal Governments Program
6. Children's Justice Act Partnerships for Indian Communities (OVC)
7. Comprehensive Tribal Victim Assistance program (OVC)
8. Juvenile Tribal Healing to Wellness Courts (OJJDP)
9. Tribal Youth Program (OJJDP)

D. What an Application Should Include

This section describes what an application should include and its required elements. Applicants should anticipate that failure to submit an application containing all of the specified elements may negatively affect the review of the 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.

Note: Certain purpose areas (PA) may be subject to Executive Order 12372 regarding State Single Points of Contact. For more information about which purpose areas and what is required, please see the FAQs.

It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline. To be considered for funding, applicants must submit the application by the deadline and meet the eligibility criteria.

****Items noted by ** (double asterisks) MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding. An application that does not include the attachments noted by ** at the time of application will neither be peer reviewed nor receive further consideration.**

If an application fails to comply with the length-related guidance stated as follows for the Tribal Community and Justice Profile and the Purpose Area Narrative(s), this noncompliance may be considered in peer review and final award decisions.

DOJ strongly recommends that uploaded files be clearly named to indicate the applicant tribe name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support, resumes, and job descriptions for unfilled positions—should use descriptive file names and should have the specific purpose area identified on the attachment(s).

Note: A project abstract for each purpose area is strongly encouraged for FY 2018. The fillable project abstract templates can be found in GMS along at https://grants.ojp.usdoj.gov/CTAS/ with all other documents needed to complete an application.

The application should include the following:

a. Tribal Community and Justice Profile** (30% of application score)

   The Tribal Community and Justice Profile is designed to allow the tribe to describe its community strengths, resources, challenges, and needs. The applicant may enter as much or as little text as needed to fully describe the community as long as the total length of the entire Tribal Community and Justice Profile does not exceed 15 pages. Remember that the individuals reviewing the application may not be familiar with the community, so descriptions should be as clear and detailed as possible. Be sure that every question is answered. If there are questions that you are unable to answer, provide an explanation of why the information is unavailable.

   Find the Tribal Community and Justice Profile template at https://grants.ojp.usdoj.gov/CTAS/ .

The Tribal Community and Justice Profile will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The need for funding as described in the Tribal Community and Justice Profile

Applicants should use the provided templates located in GMS to build their Tribal and Community Justice Profile.

b. Purpose Area Narrative(s)** (50% of application score)

Applicants must submit a ***separate*** **narrative for each purpose area** to which they are applying. Narratives will be reviewed and evaluated based on the responses to the specific topics and questions included for that purpose area template. Using a series of questions, the template for each purpose area covers the following topics:

- Problem identification and problem solving strategy
- Project or program design and implementation
- Capabilities and competencies
- Impacts, outcomes, and evaluations or plans for collecting data for performance measures

Each purpose area has a separate template designed to address the unique focus and requirement of the purpose area. Applicants should ensure the purpose area project goals described in their proposal are consistent with the allowable goals and activities outlined in the solicitation.

The applicant may enter as much or as little text as needed for each question in the purpose area template as long as the total length of the entire Purpose Area Narrative does not exceed 15 pages per purpose area.

Each file should be saved with a title that reflects what it contains as well as the applicant tribe. For example, a file may be saved as "[Tribe].Purpose Area1 Narrative.doc".

The Purpose Area Narrative will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The extent to which the application explains the connection between the Purpose Area request and the need(s) identified in the Tribal Community and Justice Profile.

c. Project/Program Timeline (5% of application score)

Applicants should submit a timeline or milestone chart encompassing the entire period of performance for the proposed project that indicates objectives and major tasks, assigns responsibility for each, and plots completion of each task by year and then by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates. See "Sample Project Timeline" at https://www.justice.gov/tribal/open-solicitations. Applicants can submit either a separate timeline for each purpose area or one comprehensive timeline that covers all purpose areas included in the application.

The Project/Program Timeline submission will be rated on the following criteria:

- The extent to which the timeline is complete and reasonable given the activities described in the Purpose Area Narrative(s)
- The extent to which all activities can be reasonably completed within the award period and with the resources allocated

d. Budget Detail Worksheet, Budget Narrative, and Demographic Form** (Demographic Form is only applicable for PA #1 Applicants) (15% of application score)

DOJ has developed a Budget Detail Workbook that includes the Demographic Form, the Budget Detail Worksheet(s), and the Budget Narrative(s) into a single document. The workbook is user-friendly and has been designed to calculate totals; therefore, applicants are strongly encouraged to use the workbook when completing their proposed budgets. The fillable versions of the budget detail worksheet, budget narrative and demographic form can be downloaded from the GMS system or at https://grants.ojp.usdoj.gov/CTAS/.

Only *one* workbook is required to be completed per application. The Demographic Form collects important demographic information that pertains to Purpose Area 1 and **only** applicants applying for purpose area #1 should complete the demographic form. However, the workbook must include both a proposed Budget Detail Worksheet and Budget Narrative for each purpose area for which funds are being requested. **If the proposed Budget Detail Worksheet and Budget Narrative are not submitted for a purpose area, the application will not be considered for funding in that purpose area.**

Note: Before completing the Budget Detail Worksheet, Budget Narrative, and Demographic Form, consult "Specific requirements" for each purpose area in the listing of purpose areas (page 19) as well as "Type, amount, and length of awards" (page 54) for estimated award amounts for specific purpose areas.

Note regarding "Subawards (Subgrants)/Procurement Contracts" category: DOJ has designated this budget category to enable applicants to identify proposed costs for subawards (see "Subaward" definition at 2 CFR § 200.92) and distinguish those costs from costs for procurement contracts (see "Contract" definition at 2 CFR § 200.22) that the applicant proposes to fund with federal award funds. A subaward is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the recipient's (or a subrecipient's) own use. As is discussed in 2 C.F.R. § 200.330, the substance of the relationship is more important than the form of the agreement (for purposes of the federal grants administrative requirements) in determining whether an entity receiving federal award funds from the DOJ grant recipient is a subrecipient or a contractor.

In the future, there likely will be a completely separate budget category for identifying costs for subawards. For FY 18 CTAS, however, applicants should indicate costs associated with subawards under the "Subawards (Subgrants)/Procurement Contracts" category by labeling any applicable budget line item in the Budget Detail or Budget Narrative as a subaward. (Applicants for OJP awards, in particular, are encouraged to review the award condition

regarding subawards at www.ojp.gov/funding/Explore/SubawardAuthorization.htm and the award condition regarding post-award approval of noncompetitive procurements under (grant or cooperative agreement) awards at www.ojp.gov/funding/Explore/NoncompetitiveProcurement.htm.)

Budget Detail Workbook:

The Budget Detail Workbook is the entire Excel document, which contains the Demographic Form (for purpose area #1 applicants only) and a Budget Detail Worksheet with narrative for each individual purpose area. An applicant is required to submit only one **workbook**; however, multiple worksheets within the workbook may need to be completed based on the applicant's requests.

Demographic Form (PA #1 applicants only):

The Demographic Form is designed to capture the unique characteristics of each tribe in order to paint a more detailed picture of each tribe's strengths and challenges. Each applicant applying for purpose area #1 should complete the form in its entirety. If the applicant is unable to answer all or part of the form, it should provide an explanation for the missing information in the available space.

Budget Detail Worksheet:

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

Note regarding "Training and Travel Requirements:" Each purpose area has its own specific travel requirements and related budgetary guidance. Please consult language in section F Purpose Areas – Specific Information for each purpose area's travel and training requirements and be **sure** to use this when constructing the budget and budget detail worksheet for each purpose area.

In addition to the travel requirements for each purpose area, the DOJ hosts a required CTAS-wide grantee orientation for new awardees. This orientation covers general financial and programmatic administration guidance.

See the chart on page 10 for more detail information on orientations and other training requirements.

Event and date	PA 5 awardees only	PA 5 awardees that also received at least one other award	PA 8 or 9 (or both) awardees	Any other combination of PA awards
OJJDP Online Webinar: New Grantee Orientation November 14 & 16, 2017	N/A	N/A	Required attendance by, at minimum, one tribal representative per award	N/A
CTAS New Grantee Orientation December 5 and 6, 2017	Optional	Required attendance by one financial POC and one programmatic POC for each PA awardee	Required attendance by one financial POC and one programmatic POC for each PA awardee	Required attendance by one financial POC and one programmatic POC for each PA awardee
American Indian Justice Conference December 7 and 8, 2017	Optional	Optional	Optional	Optional
OVW New Grantee Orientation February 2018	Required attendance by one financial POC and one programmatic POC	Required attendance by one financial POC and one programmatic POC	N/A	N/A
OJJDP Strategic Planning *Meeting date and location TBD 2018	N/A	N/A	Required attendance by all PA 8 awardees and by PA 9 awardees without an existing approved programmatic strategic plan	N/A

Because tribes may or may not receive funding in each purpose area that they apply for, we ask that the budget for each purpose area contain funding for one tribal financial representative and one programmatic representative to attend the CTAS-wide orientation and have prepopulated each budget detail worksheet so that these expenditures appear automatically. Should a tribe receive more than one award, they will not be expected to send more than one financial representative and can modify their budgets accordingly.

Budget Narrative:

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. DOJ expects proposed budgets to be complete, cost-effective,

and allowable (e.g., reasonable, allocable, and necessary for project activities).The narrative should correspond with the information and figures provided in the Budget Detail Worksheet.

The narrative should also explain how all costs were estimated and how they are relevant to the completion of the proposed project.

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.

For OJP and OVW applicants, if an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold) of $150,000, the Budget Narrative should address the considerations outlined in the DOJ Grants Financial Guide at ojp.gov/financialguide/DOJ/index.htm. For COPS Office applicants, if awarded, grantees should seek approval from the COPS Office for noncompetitive procurements exceeding $150,000.

If an applicant is applying as a consortium, aggregate the data for all the tribes represented in the application. An applicant should identify the application as being from a consortium and list the represented tribes in the appropriate section of the Demographic Form.

The Budget Detail Worksheet, Budget Narrative, and Demographic Form submission will be rated based on the following criteria:

- The extent to which the application includes all of the requested information
- The extent to which the budget is reasonable and that all costs in the budget are linked to activities described in the Purpose Area Narrative
- The data included in the Demographic Form(PA1 Applicants Only)

Note: Applicants are *strongly encouraged* to use the provided workbook with the Demographic Form, Detail Worksheet, and Budget Narrative, but it is not required. An applicant that chooses to use a different format should ensure that all budget and demographic information requested in the provided workbook is included. Find the Budget Detail Worksheet and Demographic Form at https://grants.ojp.usdoj.gov/CTAS/.

e. Tribal Authority to Apply for Grants under CTAS

For FY 2018 CTAS, applicants will be asked to submit documentation reflective of their legal authority to apply for funds under CTAS on behalf of their tribes. Recognizing that tribes have different forms of tribal governance and tribal laws vary, no prescribed form of documentation will be required. Applicants may submit a resolution, letter, affidavit, or other documentation as appropriate for that tribe certifying that the applicant has the legal authority to apply for CTAS awards on behalf of the tribe. **This documentation must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application due date, March 20, 2018.**

Regarding a **tribal consortium** application, the applicant must submit documentation of authority as described above from each tribal consortium member, unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member tribes in the consortium. In that case, a copy of the bylaws or other governance documents that allow the tribal consortium's action without explicit support from all consortium members must be included with the application. **This documentation must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application due date, March 20, 2018.**

****If a tribal consortium does not include sufficient legal evidence with its application that it is authorized to apply, the application will not proceed to peer review.**

If the applicant is a **tribal designee,** it is eligible to apply **only** under purpose area #5 OVW Tribal Governments program, purpose area #6 OVC Children's Justice Act Partnerships for Indian Communities, or purpose area #7 OVC Comprehensive Tribal Victim Assistance program. For these purpose areas, the applicant will need a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application, which must (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe and (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or other satisfactory evidence of legal authority must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application's March 20, 2018, due date.**

As stated in the "Important Warning" boxes, each tribe or tribal consortium will be allowed only one application submission. If a tribe submits more than one application, only the final application will be considered in the review process. A tribe may apply as part of a consortium and also submit its own independent application in response to the 2017 CTAS, provided that this independent application is submitted for funding activities that are distinct from those activities for which the tribal consortium has applied.

See the FAQs for tribal legal documentation requirements relating to political subunits making requests to submit applications separately from federally recognized Indian tribes.

f. Applicant Disclosure of High-Risk Status for any Applicant Requesting Funding under CTAS.

Applicants are required to disclose whether they are currently designated as high risk by any federal grant-making agency, in order to allow for appropriate federal oversight of any CTAS award. This disclosure should include information about any status requiring additional oversight by a federal agency due to past programmatic or financial concerns. If an applicant is designated as high risk by a federal grant-making agency, then the applicant must include the following information in its application:

- The name of the federal agency that designated the applicant as high risk
- The date the federal agency designated the applicant as high risk
- The name, phone number, and email address of the applicant's point of contact at the federal agency that designated the applicant as high risk
- The reasons for the high-risk status designation as set out by the federal awarding agency identified above

Providing this disclosure will not disqualify any organization from receiving a DOJ award. DOJ may determine to impose additional oversight of the award however, and will describe any such additional oversight in the award documentation.

g. Applicant Disclosure of Pending Applications

Applicants are required 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 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 subgrants federal funds).

DOJ 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.

As part of their FY 2018 CTAS application, applicants that have pending applications as described above are to provide the following information about *pending* applications submitted within the last 12 months that are still pending:

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

The following table shows samples of the information applicants must provide if they have pending applications as described here.

Federal or state funding agency	Solicitation name/project name	Name/phone/email for point of contact at funding agency
DOJ/COPS Office	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, with the file name "Disclosure of Pending Applications," to their 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 worksheet in the application under this solicitation.").

h. Disclosure of Lobbying Activities

All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LL with the FY 2018 CTAS application. Access to funds may be withheld if this form is not submitted. 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"). Access the form at www.ojp.gov/funding/Apply/Resources/Disclosure.pdf.

i. Indirect Cost Rate Agreement (if applicable)

Funding requests for indirect costs are only allowable if the applicant has a current federally approved indirect cost rate or if the applicant is eligible and elects to charge the *de minimis* indirect cost rate.

Applicants with a current rate agreement at the time of application should attach a copy of the fully executed and approved Indirect Cost Negotiation Agreement to the application. As a condition of the fully executed Indirect Cost Negotiation Agreement, the applicant must apply the approved rate to the appropriate distribution base as listed in Section I: "Rate" of the Agreement. If the rate agreement is expired at the time of the application, then the applicant should be able to demonstrate that negotiations with their cognizant agency for a current rate are in progress. In cases where the rate has expired, attach a copy of the expired fully executed Indirect Cost Negotiation Agreement to the application. The indirect costs will be calculated and approved for budgetary purposes but will be place on hold until a current fully executed Indirect Cost Negotiation Agreement is submitted to the awarding agency. It is suggested that

the applicant use the narrative portion of the Indirect Costs category on the budget detail worksheet to show the computation of the indirect cost distribution base and the total indirect costs.

Applicants that do not have an approved indirect cost rate but wish to negotiate a rate may request one through their cognizant agency, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. (Applicant Indian Tribal Governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.)

Non-Federal entities that have never received a federally approved indirect cost rate may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC), as described in 2 C.F.R. 200.414(f), which may be used indefinitely. (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not be eligible to elect to use the *de minimis* rate.) In order to use the *de minimis* indirect rate an applicant would need to attach written documentation to the application that advises DOJ 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 the applicant entity chooses to negotiate a federally approved indirect cost rate.

j. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)— for any applicant requesting funding under purpose areas #2, 3, 4, 5, 6, 7, 8, or 9

In accordance with 2 CFR §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, any applicant requesting funding under purpose areas # 2, 3, 4, 5, 6, 7, 8, or 9 is to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire from www.justice.gov/tribal/open-solicitations as part of its application.

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

1. The federal awarding agency that designated the applicant as high risk
2. The date the applicant was designated as high risk

3. The name, phone number, and email address for the applicant's point of contact at the federal awarding agency identified in #1
4. The reasons for the high-risk status designation as set out by the federal awarding agency identified in #1

Providing this disclosure will not disqualify any organization from receiving a DOJ award. DOJ may, however, consider the information in award decisions and may determine to impose additional oversight of any award under this solicitation (including through the conditions that accompany the award document).

In addition, for OVW purpose area #5, applicants must prepare a response to the following questions. Please be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in GMS.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.

7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 C.F.R. § 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in funds.

k. Other attachments

Other attachments, as necessary, may include the following:

- Letters of support (optional)
- Resumes of key personnel
- Job descriptions for requested positions
- Memoranda of Understanding with any proposed partners
- Letter of nonsupplanting (for purpose area #5 applicants)
- Confidentiality notice form (for purpose area #5 applicants)
- Documentation of collaboration (for purpose area #5 applicants)

E. Using Templates and Formatting Your Application

Templates

The templates are provided to assist applicants in preparing their applications. Although not required, the use of the templates is highly recommended as they help the applicant address the topics relevant to each purpose area. If the applicant chooses to work outside the provided templates, the applicant should address all the topics and questions from each purpose area template for which it is requesting funds. The applicant should provide the topic or question number along with the proposed answer in its application so that the application can be effectively reviewed.

Formatting

Applicants should double space and use a 12-point font size regardless of whether they use the templates provided or work outside the templates.

F. Purpose Areas—Specific Information

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.[1]

Listing of purpose areas:

1. Public safety and community policing (COPS Office Tribal Resources Grant Program– Hiring and Equipment/Training), CFDA #16.710

Goals and objectives

- To proactively address the most serious tribal law enforcement needs
- To increase the capacity of tribal law enforcement agencies for safer communities and to enhance tribal law enforcement's capacity to prevent, solve, and control crime, engage in anti-methamphetamine activities, and address human trafficking
- To implement or enhance community policing strategies
- To engage in strategic planning for law enforcement

Applicants may apply for funding to include the following

Strategic planning: Strategic planning activities related to community policing

Hiring:

Sworn: A full time career law enforcement officer is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

Approved entry-level salaries and fringe benefits of newly hired or rehired[2] full-time sworn career law enforcement officers, including village public safety officers, and background investigations for newly hired officer positions. Positions may be requested specifically to address methamphetamine issues within the tribe.

All newly hired, additional, or rehired officers (or an equal number of redeployed veteran officers) funded under purpose area #1 must engage in community policing activities.

The purpose area #1 budget worksheet will assist your law enforcement agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. List the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. When determining the fringe benefit costs in section B, do not include the employee

[1] See www.usdoj.gov/tribal for a table of statutory authorities applicable to each purpose area.
[2] Officers who have been laid off as a result of tribal or local budget reductions.

contributions. List only the portion of each fringe benefit that will be contributed by the agency. The Personnel section will consist of the gross salary of the entry-level officer (or Meth Coordinator) plus the agency portion of fringe benefit contributions.

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Section B: Fringe Benefits. Any fringe benefits that are already included as part of the agency's base salary (Section A: Personnel) should not also be included in the separate fringe listing (Section B).

For more information about allowable and unallowable fringe benefits for sworn officer positions requested, refer to https://www.justice.gov/tribal/open-solicitations.

Civilian: Salaries and fringe benefits for a methamphetamine coordinator.

Equipment: Law enforcement equipment; uniforms; bulletproof vests; basic-issue equipment; and police vehicles such as police cars, SUVs, ATVs, and boats (as needed for law enforcement purposes to include anti-methamphetamine activities); technology such as computer hardware and software, mobile data terminals, narrow-band radio upgrades, and dispatch and communication systems. Applicants that do not already have an information-gathering system compatible with the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) System are encouraged to apply for funds to pay for National Incident-Based Reporting System (NIBRS)/UCR-compliant crime data systems. Applicants can also request hardware and software required to access national criminal justice related databases (e.g., National Crime Information Center).

Training: Law enforcement training such as basic and comprehensive or specialized police training at a state academy or the Indian Police Academy in Artesia, New Mexico, as well as community policing, computer, and crime reporting (e.g., NIBRS) training, to include anti-methamphetamine and human trafficking training.

Travel: Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities, including costs associated with any DOJ-required training and anti-methamphetamine training. Applicants must budget travel costs for attendance at the following DOJ training: one DOJ CTAS orientation meeting for two people (for budgeting purposes, please use Washington, D.C., as the location for this meeting). See the GSA web site for determining allowable per-diem travel costs: www.gsa.gov/portal/category/21287.

Overtime: Overtime for sworn officers engaging in community policing related activities is an allowable cost; however, any overtime expenses requested for sworn officer positions must be listed in the "Other Costs" section of your application's budget. Overtime expenses must exceed the expenditures that your agency is obligated or funded to pay in its current budget. Overtime requests are limited as follows:

- Sworn force of 1–9: No more than $25,000
- Sworn force of 10–19: No more than $50,000
- Sworn force of 20+: No more than $75,000

For more information about allowable and unallowable costs requested, refer to www.justice.gov/tribal/.

Specific requirements

☐ **Eligibility:** Applicants must have an established law enforcement agency that is operational as of March 20, 2018, which is the close of this solicitation, or receive services through a new or existing contract for law enforcement service with the Bureau of Indian Affairs (BIA) or a state or local agency.

☐ **Retention:** Applicants requesting funding for hiring must plan to retain grant-hired officers for 12 months after the expiration of the grant.

To build your purpose area #1 narrative, use the provided template located in GMS. Find the purpose area #1 narrative template at https://grants.ojp.usdoj.gov/CTAS/docs/Purpose Area 1 Narrative.docx. **You will need your GMS password to access this fillable document.** Sample templates are available at www.justice.gov/tribal/open-sol.html for review without a password.

2. Comprehensive tribal justice systems strategic planning (BJA, COPS Office, OJJDP, OVW, and OVC), CFDA #16.608

Goals and objectives

To engage in comprehensive justice system-wide strategic planning to improve tribal justice and safety including community wellness and capacity to prevent crime, including activities outlined in the Tribal Law and Order Act (TLOA), such as strategic planning and the development of a Tribal Action Plan (TAP).

Note: Purpose area #2 is intended to assist tribes with comprehensive, system-wide strategic planning. While other purpose areas may focus on a particular area within public safety and justice, the purpose of PA #2 is to initiate a broad assessment of a tribe's current justice system and to then produce a comprehensive plan to further develop and enhance that justice system. Tribes that are interested in strategic planning related to a particular component of their justice system are encouraged to apply for funding under the purpose area that most closely relates to that aspect of their system.

Applicants may apply for funding to include the following

Strategic planning: Developing a justice system–wide strategic plan that should identify the priority needs facing the applicant's justice system and outline a detailed, strength-based victim centered strategic planning strategy that includes law enforcement; courts; community corrections; alternatives to incarceration; tribal jails programming; crime victims' rights and services for all victims of crime including services to promote safety for victims of child abuse, domestic violence, dating violence, sexual assault, and stalking; programming to serve juvenile justice needs from prevention through re-entry; and community resources to support alternatives to incarceration and re-entry into the community from incarceration. The strategic plan should address improving public safety through community-oriented strategies such as community courts; community prosecution; community corrections; and community policing, including organizational strategies that reorient the mission and activities of law enforcement toward the community policing philosophy and that support the systematic use of partnerships and

problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Enhanced capacity to collect and analyze data: Building the ongoing capacity to better understand and define priority crime and tribal safety issues through access to good data related to the nature and extent of crime issues and other tribal data that helps assess risk and distress in tribal nations. The planning process should build capacity to review data to support successful implementation of the strategic plan and to assess outcomes.

Personnel: A full or part-time (approximately 75% FTE) project manager to facilitate the planning process and work with the DOJ CTAS PA#2–identified technical assistance provider to coordinate daily activities is strongly recommended. This position can be funded through the mechanism that best suits the tribe, as a staff member or on a contract basis. In addition, funds may be used to support staff or contractors to support the data collection and analysis, including research partners.

Training: DOJ will fund a training and technical assistance provider at *no cost* to grantees to assist in all aspects of the strategic planning process. This includes extensive on-site and office-based support for facilitating the strategic planning process, forming a strategic planning team, conducting a comprehensive needs assessment, identifying community strengths and resources, defining community challenges, developing strategies to strengthen the applicant's justice system and promote community wellness and safety, and completing the final written strategic plan to be submitted to DOJ. Costs for outside training and technical assistance providers or outside organizations to create a strategic plan for the tribe will *not* be an allowable expense.

Equipment: No equipment should be budgeted for this project**.** General office equipment such as computers, fax machines, printers, scanners and tools to support data collection and analysis should be included in the "Supplies" or "Other" categories.

Travel: Airfare, lodging, mileage reimbursement, and per diem associated with regional and national meetings or strategic planning trainings, including costs associated with DOJ-required trainings. This should include travel for 2 people to the required CTAS orientation. Use Washington, D.C., as the destination when calculating the estimated costs for required travel.

To build your purpose area #2 narrative, use the provided template located in GMS. Find the purpose area #2 narrative template at https://grants.ojp.usdoj.gov/CTAS/docs/Purpose Area 2 Narrative.docx. **You will need your GMS password to access this fillable document.** Sample templates are available at www.justice.gov/tribal/open-sol.html for review without a password. The strategic planning program includes all five participating DOJ offices and provides that purpose area #2 grantees who submit an approved strategic plan will receive priority consideration for CTAS funding to implement the strategic plan in whole or in part in a future fiscal year upon submission of an application.

3. Tribal Justice Systems (BJA), CFDA #16.608

Goals and objectives

The overall goal of purpose area #3 is to provide key funding to tribal justice systems to develop, support, and enhance adult and juvenile tribal justice systems and the prevention of violent crime and crime related to opioid, alcohol, and other substance abuse. Key partners can include law enforcement, pretrial services, risk and needs assessment development and implementation, diversion programming, tribal prosecutors, tribal court services, detention programming, community corrections, re-entry planning and programming, justice system infrastructure enhancement, and justice system information sharing.

Objectives: to support the critical and priority needs of tribal justice systems, to prevent crime and to ensure tribal safety through the development, implementation, and enhancement of strategies, including the following:

- To engage in targeted strategic planning to improve tribal justice and community safety as it relates to violent crime, enhancing capacity of tribal prosecutors and tribal courts and opioid, alcohol, and other substance abuse, including review of key data, partnerships with researchers, and building the capacity for crime analysis.
- To prevent and respond to violent crime in tribal communities, including investigations, forensics, prosecutions, information sharing, and supervision and re-entry in coordination with other key federal and state partners.
- To enhance the tools and resources for tribal prosecutors, courts, and corrections agencies, including tribal probation and tribal jails, and to effectively respond to crime and related tribal safety.
- To implement enhanced authorities and provisions under the Tribal Law and Order Act (TLOA) and the Violence Against Women Reauthorization Act of 2013 and to support the development of joint jurisdiction courts with state and local courts.
- To prevent future crime by addressing the risks and needs of young adults (ages 18–25) who are involved with or at risk of involvement with the justice system.
- To ensure safety through coordinated support for the re-entry of returning tribal members from federal or state prison sentences.
- To develop, enhance, and continue programs to improve the safety and effectiveness of tribal law enforcement officers such as planning for and developing their own law enforcement agency, law enforcement support as part of a larger strategy in PA #3, or court security issues such adding an officer at the courthouse to improve court security.
- To develop, implement, and enhance substance abuse and crime prevention, interventions, and alternatives to incarceration to address crime related to the opioid epidemic. This can include opioid, alcohol, and other substance abuse and related crime prevention; healing to wellness courts; intervention; or treatment, including those that prevent and address the needs of drug-endangered children.

Applicants are encouraged to be strategic in requesting funding that can focus on a limited number of key areas for greatest impact, rather than seeking to expand new areas of focus or services over time.

Applicants may apply for funding to include the following

Tribal courts: Planning new or enhancing existing tribal courts; staffing of prosecutors, attorneys, advocates, probation and pretrial service officers, tribal court judges and other court staff, clerical support staff, etc.; indigent defense and criminal legal defense services; activities relating to the implementation of enhanced sentencing authority provisions of TLOA or special domestic violence criminal jurisdiction under the Violence Against Women Reauthorization Act of 2013.

Alternative justice courts: Planning new or enhancing existing peacemaking courts, healing to wellness courts, veterans treatment courts, sentencing circles, and other alternative justice courts.

Risk and needs assessment: Developing and integrating the use of risk and needs assessment tools into the tribal justice system decision-making process.

Diversion and alternatives to incarceration: Employing decision-making models and programming to divert low-risk offenders including juveniles from incarceration, including law enforcement diversion, community supervision, mental health services and drug abuse treatment, electronic alcohol and offender monitoring, job training and placement, housing assistance, education, and family and community supports.

Prevention: Protecting communities from crime related to alcohol and drug use including prescription drug abuse and production; culturally relevant and appropriate evidence-based substance abuse prevention programs (see www.nrepp.samhsa.gov/). Enhanced security in areas such as lighting, surveillance equipment, and community emergency alert and telephone phone systems.

Treatment: Integrating tribal, federal, state, and local services and culturally appropriate treatment for individuals diverted from the tribal justice systems, individuals involved in the tribal justice system (including the incarcerated population), and re-entering individuals and their families.

Corrections (institutional and community): Developing, implementing, and enhancing programming for tribal members incarcerated in tribal, federal, state, or local correctional facilities or under community supervision to reduce risks for reoffending and support successful rehabilitation. Programming could include collaborations to support behavioral health needs, effective treatment such as cognitive behavioral therapy, education and vocational services, and other programming that will reduce the risk for recidivism.

Re-entry: Developing, implementing, and enhancing culturally appropriate re-entry programs. Also provision of treatment, aftercare, and other re-entry supportive services to individuals re-entering communities from tribal, local, state, and federal correctional facilities.

Law enforcement: Identifying, apprehending, and prosecuting individuals who illegally transport, distribute, and abuse illegal substances in tribal communities (subject to existing legal authority).

Programming to improve officer safety and improve the delivery of law enforcement services related to violent crime, the opioid epidemic, and other addiction to the tribal community.

Equipment: General office equipment such as computers, fax machines, printers, scanners, surveillance cameras, digital cameras, office furniture, courtroom furniture, computer networks, court management systems, electronic alcohol and offender monitoring devices, and related equipment.

Strategic planning: Developing tribal action plans (see nace.samhsa.gov/blog/post/Tribal-Action-Plan-Framework.aspx) for alcohol and substance abuse, increasing coordination with relevant nontribal agencies and organizations and among all levels of the tribe, engaging in strategic planning efforts to address the needs of the tribe's justice system, and comprehensively addressing alcohol and substance abuse–related crime.

Training: Registration fees and lodging costs associated with training events and related to purpose area activities; costs associated with obtaining expert knowledge to assist with the development or enhancement of the program such as culturally appropriate training, technical assistance, treatment, and information technology.

Travel: Airfare, lodging, and mileage reimbursement for training costs related to purpose area activities, including costs associated with DOJ-required training. This should include travel for two people to attend the required CTAS orientation. Please use Washington, D.C. as the destination when calculating the estimated costs for required travel.

To build your purpose area #3 narrative, use the provided template located in GMS. Find the purpose area #3 narrative template at https://grants.ojp.usdoj.gov/CTAS/docs/Purpose Area 3 Narrative.docx. **You will need your GMS password to access this fillable document**. Sample templates are available at www.justice.gov/tribal/open-sol.html for review without a password.

4. Tribal Justice System Infrastructure program - TJSIP (BJA), CFDA #16.596

Goals and objectives

- 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 or 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 or adult offenders.
- To build prefabricated or permanent modular buildings where there are no existing permanent structures available or sufficient to address the tribe's justice system infrastructure needs.
- To complement efforts to implement enhanced authorities and provisions under TLOA and the Violence Against Women Reauthorization Act of 2013 by enhancing justice system infrastructure

Important note: Applicants seeking to use grant funds for renovation, expansion, or construction completion of existing secured correctional or detention facilities and multipurpose justice centers should describe any additional resources that may be leveraged to complete the renovation or existing

construction project. As a result of past experience funding these facilities, DOJ realizes that the maximum amount available under purpose area #4 may not be sufficient to complete projects of this nature without supplemental funding sources. Purpose area #4 funding may be used to supplement other funding sources (e.g., federal, tribal) to complete these renovation efforts. Should the purpose area #4 funding not be sufficient to complete the entire project, applicants must detail the additional funding source(s) and provide documentation certifying that the funding has been secured.

Applicants may apply for funding to include the following

Renovation or expansion: Renovation or expansion of a new or existing facility to provide new or continued services such as a correctional or detention facility including adult and juvenile incarcerated populations, multipurpose justice centers (including police departments, courts, and/or corrections) and alternatives to incarceration; renovation of correctional facilities that are no longer considered safe and secure to serve as holding facilities or multipurpose justice centers; renovation of regional detention centers on Indian land for incarceration of offenders subject to tribal jurisdiction; renovation of a new or existing facility to provide community-based correctional alternative services; renovation of a new or existing facility to serve as a transitional living facility (halfway house).

Prefabricated or permanent modular buildings: Building prefabricated or permanent modular facilities where there are no existing permanent structures available or sufficient to address justice system infrastructure needs. The types of justice facilities eligible under this category include single jurisdiction or regional tribal correctional facilities, correctional alternative or 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 or adult offenders. Please note that temporary modular facilities are not allowable under Purpose Area #4. Temporary modular facilities are for short-term needs (e.g., natural disaster relief) and are not recommended for permanent applications. Applicants pursuing these options should explore energy efficient solutions for heating, cooling, lighting, and other utility needs.

Other costs associated with renovation of a facility or the completion of existing construction projects: Infrastructure costs such as roads, sewer and water hook-ups, land preparation, and other costs normally associated with construction site work; items associated with managing the planned construction or renovation process and construction materials necessary to construct or renovate facilities and associated infrastructure; furniture, surveillance cameras, or other items affixed or integral to the facility; staff housing; or other costs associated with the completion of a renovation or construction project funded though other confirmed funding sources.

Specific requirements

☐ **Purpose area #4 narrative:** If applicants are requesting assistance from the Bureau of Indian Affairs (BIA) or another agency to meet facility operations and maintenance needs, applicants should describe the existing request to BIA for staffing, operations, and maintenance of the proposed renovated or expanded facility. A tribe may submit, by authorizing resolution or other satisfactory evidence of legal

authority, a commitment to fund future staffing, maintenance, and operation of the facilities renovated in lieu of BIA or other agency funding support letters if the tribe chooses to be responsible for this ongoing cost.

☐ **Purpose area #4 narrative:** Applicants that are interested in pursuing regional projects that involve two or more tribes will be required to submit memoranda of understanding, letters of support, or other documentation that demonstrates the support from the other participating tribes. Requests for funding to support regional projects will not be awarded without supporting documentation.

☐ **Purpose area #4 Narrative:** All applicants receiving funding for renovation or expansion projects will be required to certify that the existing facility is structurally sound prior to using grant funds for the renovation or expansion project. The purpose of this requirement is to ensure that the existing facility has enough structural integrity to justify using grant funds to renovate it or expand it. BJA considers a facility structurally sound if it complies with the building code under which it was originally permitted. Applicants that are unable to provide structural integrity certification demonstrating that their existing facility is structurally sound at the time of application submission will still be considered for funding. In the event that the applicant is not able to provide resources to have an independent assessment of their facility, BJA will provide this resource through the TJSIP TTA program. Award funds may be placed on hold until this certification is completed.

☐ **Purpose area #4 narrative:** Applicants requesting funds for renovation, expansion, prefabricated, or permanent modular projects must specify whether the tribe is going to maintain current staffing levels or require new staff as a result of the facility modification. In the event that additional staff members or other operational and maintenance funding will be needed as a result of renovation or expansion, applicants must provide a staffing budget for the necessary operational staff and indicate how the new staff members will be funded as part of the facility operational plan. If funding for the new staff members is not in place at the time of application submission, the tribe must provide a tribal resolution or legal equivalent that indicates the source of funding that is going to be used to support the new staff members and the time frame for when the tribe expects to have funding in place to support the new staff members. In instances where renovation or expansion projects will result in additional bed space for corrections or community-based facilities, applicants must provide data in their application that clearly substantiates the need for enhanced capacity.

☐ **Purpose area #4 narrative:** Applicants must demonstrate that they have completed a planning process that supports the need for renovation or expansion funding under TJSIP. Applicants must certify the extent of planning completed and present all relevant documents related to the completed planning activities with their application. Applicants that have completed a formal or structured justice system planning process, such as the BJA Planning Alternatives and Correctional Institutions for Indian Country or the National Institute of Corrections Planning of New Institutions process, should attach documentation such as a master plan or needs assessment to receive priority consideration for funding under the TJSIP purpose area. If applicants are seeking to renovate, they should describe the development of a renovation plan that explores building options to ensure a cost-effective design and provide the status of any requests to other agencies regarding the staffing, maintenance, and operation of the facilities being planned or renovated.

☐ **Travel budget requirement:** Airfare, lodging, mileage reimbursement, and registration fees for meeting or training costs related to purpose area activities, including costs associated with at least two program staff to attend up to **two** OJP or DOJ-required training events (i.e., CTAS grantee orientation and OJP financial management training). Please use Washington, D.C., as the destination when calculating the estimated costs for required travel since the actual location will be determined at a future date.
To build your purpose area #4 narrative, use the provided template located in GMS. Find the purpose area #4 narrative template at https://grants.ojp.usdoj.gov/CTAS/. **You will need your GMS password to access this fillable document**. Sample templates are available at www.justice.gov/tribal/open-sol.html for review without a password.

5. OVW—Violence Against Women Tribal Governments Program – TGP, CFDA #16.587

Goals and objectives

- To develop and enhance effective plans for the Tribal Government to reduce crimes of violence against and increase safety for Indian women. The plans to reduce violence and keep women safe can be based on tribal law and customs. Examples include drafting or revising tribal codes related to domestic violence, dating violence, sexual assault, stalking, or sex trafficking; negotiating crossjurisdictional agreements related to the investigation and prosecution of such crimes; or the supervision of domestic violence offenders or sex offenders sentenced to probation.
- To increase the ability of the Tribal Government to respond to crimes of violence against Indian women, including domestic violence, dating violence, sexual assault, sex trafficking, and stalking. Examples include hiring dedicated victim advocates, law enforcement investigators, or prosecutors who will work predominantly on issues related to the sexual assault of American Indian women and adolescent girls; training Indian country professionals who are responsible for investigating and prosecuting sexual assault crimes; or training healthcare professionals to conduct sexual assault forensic exams.
- To strengthen the tribal criminal justice system's ability to respond to crimes of violence against Indian women. Examples include hiring dedicated law enforcement officers, prosecutors, judges, court staff, or probation officers who will work predominantly on investigating and prosecuting acts of domestic violence, dating violence, sexual assault, and stalking and providing training to tribal law enforcement officers, prosecutors, judges, probation officers, other court staff, and staff at tribal jails to enhance their ability to respond to crimes of violence against women in Indian country.
- To expand and improve services to support victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking and to victims of other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking. Examples include developing or expanding crisis hotlines, supportive services, support groups or talking circles, sweat lodges, and hiring qualified staff to provide direct services to victims such as court accompaniment, advocacy, counseling, and transitional housing assistance.

- To work with the community to create education and prevention campaigns that are designed to inform members of the community about domestic violence, dating violence, sexual assault, sex trafficking, and stalking and about victims of other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking. Examples include outreach at community events, public awareness campaigns (e.g., public service announcements (PSA) or billboards), and development and distribution of literature that educates the community about violence against women (e.g., flyers, brochures, advertisements in local newspapers, newsletters, or other publications).
- To provide either supervised visitation or safe exchange programs, as appropriate for the circumstances, that allow children to safely visit with their noncustodial parent in cases where one parent has committed an act of domestic violence, sexual assault, or stalking against the other.
- To provide transitional housing assistance for victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking and to victims of other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking. The assistance provided to victims may include money for rent, utilities, a security deposit, or other minor costs related to moving into transitional housing. A transitional housing assistance program may also offer victims support and services necessary to help the victim relocate and secure permanent housing. For more information, please visit www.justice.gov/tribal/open-solicitations for a fact sheet on transitional housing.
- To provide legal advice and representation to victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking and to victims of other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking with legal issues arising from the abuse that they have suffered. Examples include providing legal representation or advice in family law cases (e.g., divorce, custody, child support, visitation, and spousal support), landlord-tenant matters, public benefits (e.g., pursuit or denial of Temporary Assistance for Needy Families [TANF] benefits), immigration matters, and other civil cases directly related to the abuse that the victim has suffered. The legal assistance should be provided at minimal or no cost to the victim.
- To provide services to address the needs of children, youth, and young adults who are victims of or are exposed to domestic violence, dating violence, sexual assault, sex trafficking, and stalking. Also including support for the nonabusing parent, caretaker, or legal guardian of the youth or child. Examples include mentoring, art therapy, camps and activities designed to engage men and youth. **Note**: There is no restriction on how much of a proposed project budget can address services for youth and services for children exposed to domestic violence, dating violence, sexual assault, stalking, or sex trafficking and other severe forms of trafficking in persons.
- To develop and promote legislation and policies that enhance best practices for responding to crimes against Indian women, including the crimes of domestic violence, dating violence, sexual assault, stalking, and sex trafficking.

Applicants may apply for funding to include the following

Strategic planning: Comprehensive strategic planning to develop and enhance governmental strategies to increase the safety of Indian women.

Staffing: Salary and fringe benefits for victim advocates, prosecutors, tribal court judges, and other court staff; law enforcement officers, probation officers, or domestic violence or sexual assault response team coordinators; staff for a domestic violence shelter, safe home, or transitional housing facilities; civil legal assistance attorneys; batterers' intervention program staff; staff for a supervised visitation and safe exchange centers; paralegals; clerical support staff; counselors; volunteer coordinators; management positions to oversee staff; and other positions that provide or oversee staff providing direct assistance to victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking. **Note**: The need for the position must be justified in the purpose area narrative and tribal narrative profile. For example, if an applicant is applying to hire a domestic violence police officer, OVW will expect to see information on the size of the police force, the number and percentage of domestic violence calls, and why the current police response needs improvement.

Victim services: Services and resources to victims of domestic violence, dating violence, sexual assault, stalking, or victims of sex trafficking and other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking, including crisis hotlines; emergency shelter services; accompaniment and advocacy; crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision; information and referrals; community-based, linguistically, and culturally specific services and support mechanisms; and development and distribution of relevant materials for transitional housing assistance and legal issues that result from abuse; supervised visitation and safe exchange programs to allow children to visit with their noncustodial parent in cases where one parent has committed domestic violence, sexual assault, or stalking against the other; services to address the needs of youth who are victims; and services for youth and children exposed to these crimes, including support for the nonabusing parent. **Note**: There is no restriction on how much of a proposed project budget can address services for youth and services for children exposed to domestic violence, dating violence, sexual assault, stalking, or sex trafficking.

Projects addressing youth can use funds to develop, expand, and strengthen prevention strategies and intervention services that target children, youth, and young adults who are victims of or exposed to sexual assault, domestic violence, dating violence, sex trafficking, or stalking or who are victims of other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking, including support for nonabusing parents, caretakers, and legal guardians.

A. Prevention strategies may include bystander intervention, peer-to-peer education, parent/guardian education, community or public awareness campaigns, and engaging men as mentors and role models, **AND**
B. Intervention must include direct advocacy and counseling services. Other services may include home visitation, emergency shelter, transitional housing, mental health services, legal advocacy, mentoring, educational support, and transportation. For more information, visit www.justice.gov/tribal/open-solicitations for a resource document on projects addressing youth.

Criminal justice interventions: Costs related to strengthening the tribal criminal justice system's response to domestic violence, dating violence, sexual assault, stalking, and sex trafficking and other severe forms of trafficking in persons (for victims who are also victims of domestic violence, dating violence, sexual assault, or stalking), including establishing dedicated court dockets; building coordinated community response to violence against women including sexual assault response teams; revising tribal codes and establishing culturally appropriate batterers' intervention programs; conducting fatality reviews; entering into law enforcement or prosecution cross-designation or cooperative agreements with federal, state, or local partners; and undertaking activities necessary to implement enhanced sentencing under the federal Tribal Law and Order Act (TLOA) or special domestic violence criminal jurisdiction under the Violence Against Women Reauthorization Act of 2013. **Note**: Generally, OVW funds may not be used to fund legal representation of individuals in criminal matters. Note also that OVW has a separate grant program for implementation of special domestic violence criminal jurisdiction under the Violence Against Women Reauthorization Act of 2013. Please see the OVW website (www.justice.gov/OVW) for more information.

Training and travel: Local mileage reimbursement for program staff; airfare, hotel, and per diem to travel to OVW-sponsored training and technical assistance events; costs for training law enforcement, prosecutors, judges, and other criminal justice personnel on how to respond to crimes of violence against women; and costs for training medical professionals or lay health providers to perform sexual assault forensic examinations.

Prevention: Outreach and awareness posters, service brochures, editorials and newspaper articles, PSAs, radio and TV ads, videos, and fact sheets; curriculum development, training, community teaching, and awareness efforts; and local meeting costs tied directly to an outreach strategy that promotes coordinated efforts within the community to address crimes and the needs of victims of domestic violence, dating violence, sexual assault, stalking, and sex trafficking.

Equipment and supplies: List nonexpendable items that are to be purchased. (**Note**: The organization's own capitalization policy for classification of equipment should be used.) Expendable items should be included in the "Supplies" category. Applicants should analyze the cost of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. Examples include digital cameras; video cameras; general office equipment including computers, printers, and scanners; office furniture for project staff; furnishings for a domestic violence shelter, safe home, or transitional housing units; LCD projectors; vehicles for use by program staff; equipment necessary to establish a protection order registry, sex offender registry, or information-sharing database; small appliances and cleaning supplies for a shelter, safe home, or transitional housing units; supplies such as rape kits; general office supplies; postage; supplies necessary to create brochures, posters, fliers, resource manuals, training manuals; and materials for traditional arts and crafts.

Cultural and traditional practices: Applicants are encouraged to incorporate cultural and traditional practices in proposed activities including talking circles, healing ceremonies for those who have been sexually assaulted, gender-specific traditional gatherings for victims and survivors, and sweat lodges for survivors.

Programming for underserved populations: Applicants are encouraged to increase access to programming for any marginalized or underserved populations (based on based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).

Specific requirements

☐ **Confidentiality:** In accordance with 34 U.S.C. § 12291(b)(2), applicants receiving OVW funding and their subgrantees must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety. Funded grantees will be required to document their compliance with this provision. All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act as amended. The acknowledgement form is available on the OVW website at https://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf and must be signed by the authorized representative and uploaded with the application on GMS.

☐ **Eligibility: Exception for purpose area #5 (OVW Violence Against Women Tribal Governments Program):** A federally recognized tribe *or* an organization that is acting as the **authorized designee** of a federally recognized Indian tribe may apply. If the applicant is a **tribal designee** under purpose area #5 OVW Violence Against Women Tribal Governments Program, the applicant will need a tribal resolution or equivalent legal authorization from the tribe as part of the application, which should (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe; (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding; and (3) state how information sharing will occur to ensure the Tribe is informed about project implementation and its impact on tribal individuals, families, and communities. **This resolution or equivalent legal authorization must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application due date.**

In addition, applicants that received three-year awards under the OVW Tribal Governments Program funding in FY 2016 or two- or three-year awards in FY 2017 are *not eligible* to apply for new funding or continuation funding with regard to the FY 2016 or FY 2017 awards. This eligibility requirement also extends to entities authorized to apply on behalf of the tribe(s). In addition, if a tribe has an award from 2016 or 2017, it generally may not apply through a designee in 2018.

Applicants with OVW Tribal Governments Program awards from FY 2015 or earlier generally are eligible to apply for purpose area #5 funding in FY 2018; however, eligibility may be limited as follows based on the amount of funding remaining in the applicant's FY 2015 or earlier award:

- If the applicant has 70% or more of funds remaining in the award as of March 20, 2018, it is not eligible for FY 2018 funding in this program.
- If the applicant has 50–69% of funds remaining in the award as of March 20, 2018, it is eligible but the amount of funding may be reduced from the requested amount.
- If the applicant has 49% or less remaining of funds in the award as of March 20, 2018, it is eligible for a new award up to the full amount.

If an applicant has multiple open awards, including awards from 2015 or earlier and awards from 2016 or 2017, the applicant is eligible to continue only awards from 2015 or earlier.

New applicants: Applicants that have never before received funding from OVW or whose last award from OVW closed more than 12 months ago are eligible to request up to approximately $450,000.

Current grantees: Applicants that have at least one active, current award from OVW are considered current grantees. There is no explicit limit on how much current grantees can request; however, because of demand for funding, OVW anticipates that it will not be able to offer current grantees an award totaling more than $900,000. Applicants should consider the level of effort necessary to complete the project and the amount of funds that were expended during the 36-month budget cycle—and not solely the amount that was previously awarded—in deciding how much to request in FY 2018. In addition, continuation applicants are allowed to apply for new and or additional project areas (or both) outside of their original award.

☐ **Collaborative partnership:** Applications for this purpose area should demonstrate that the proposal was developed in consultation with one of the following groups or organizations (a "qualified partner," for the purposes of this solicitation): (1) a nonprofit, nongovernmental Indian victim services provider organization, such as a domestic violence shelter program or rape crisis center; (2) a nonprofit, nongovernmental tribal domestic violence or sexual assault coalition; or (3) an advisory committee that includes women from the community to be served by the proposed project. Prior to receipt of an award and the release of grant funds, the applicant will be required to provide OVW with a letter of support from a qualified partner. For an example of such a letter of support visit (https://www.justice.gov/tribal/open-solicitations).

In addition, applicants whose projects focus on youth are strongly encouraged to

1. partner with as many as possible of the following:
    a. A school or school district
    b. A domestic violence or sexual assault service provider, if the applicant is itself not such a service provider
    c. A children- and youth-focused program, such as Head Start or an after-school, community-based program, if the applicant is itself not such a program
    d. A culturally specific service provider or an organization that works with the identified target population(s) for the proposed project, if the applicant is itself not such a provider or organization;
2. have (or partner with an agency that has) a history of conducting prevention education, intervention strategies, or community awareness activities related to sexual assault, domestic violence, dating violence and stalking;
3. have (or partner with an agency that has) the expertise and history to provide trauma-informed victim services, including victim advocacy, crisis counseling, or mental health services, for the proposed age range (children/youth/young adults);

4. identify at least one marginalized or underserved population to be served (for purposes of the solicitation, children and youth will not be considered an underserved population);
5. have (or partner with an agency that has), and describe in its application, demonstrated expertise and experience with providing services to the marginalized or underserved community or communities identified in the application;
6. provide victim services, such as crisis counseling and referrals, through their own programming or through an appropriate project partner for all project activities that specifically engage youth and/or parents, care providers, or legal guardians.

For more information, visit www.justice.gov/tribal/open-solicitations for a resource document on projects addressing youth.

☐ **Victim safety and offender accountability:** Applications for this purpose area will be reviewed and evaluated on the extent to which the applicant proposes sound strategies to enhance victim safety and offender accountability. The following discouraged activities (for which points will be deducted) have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age or gender of their children
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services
- Procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, or seek civil or criminal remedies)
- Procedures or policies that fail to include safety planning with victims
- Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing[3]

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration.

☐ **Travel budget requirement:** Applicants from the lower 48 states must budget $20,000 in travel over the course of the project for OVW technical assistance, which includes the two required DOJ-sponsored trainings identified in the "Budget Detail Worksheet and Narrative" section on page 8 of this solicitation. Applicants from Alaska must budget $25,000.

[3] If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "Civil Rights Compliance" under "I. Federal Award Administration Information" on page 68.

☐ **Legal assistance certification requirement:** Any grantee or subgrantee providing legal assistance with funds awarded under this program shall certify the following in writing:

1. any person providing legal assistance with funds through this program
   A. has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population or

      i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A) and
      ii. has completed or will complete training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;

2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider(s) or coalition as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions as well as appropriate state and local law enforcement officials of their work;
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims being physically together in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. If this certification is not included, any proposed legal assistance will be removed from the application. For a sample letter, see www.ovw.usdoj.gov/docs/sample-cert-letter.pdf

☐ **Letter of nonsupplanting:** Applicants must submit a letter signed by the authorized representative certifying that federal funds will not be used to supplant state, local, or tribal funds should an award be made. Refer to www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS.

For more information about this purpose area, see the OVW Grants to Indian Tribal Governments Program Guidebook at www.justice.gov/tribal/open-solicitations.

☐ **New grantee orientation:** All new grantees must participate in a mandatory new grantee orientation. Continuation grantees may send new staff to the new grantee orientation.

☐ **Annual tribal summit:** All grantees must participate in the annual tribal summit.

To build your purpose area #5 narrative, use the template located in GMS at https://grants.ojp.usdoj.gov/CTAS/. **You will need your GMS password to access this fillable document**. Sample templates are available at www.justice.gov/tribal/open-solicitations for review without a password.

6. Office for Victims of Crime (OVC—Children's Justice Act Partnerships for Indian Communities - CJA), CFDA #16.583

Goal

The goal of the Children's Justice Act Partnership for Indian Communities (CJA) program is to provide funding, technical assistance, and training to help American Indian and Alaska Native communities develop, establish, and operate programs designed to improve the investigation, prosecution, and handling of cases of child abuse and neglect, and particularly child sexual abuse cases, in a manner which lessens trauma for child victims.

Objectives

- To improve investigative, prosecutorial, and judicial practices so that trauma is reduced for victims of child abuse and neglect. Such improvements might include allowing an advocate to accompany the child victim to court to provide emotional support; preparing child victims to participate in the judicial process by using developmentally appropriate language and resources; facilitating victim impact statements; using innovative legal practices to mitigate the trauma for child victims testifying in the physical presence of the accused; and ensuring that child victims and their family members receive access to victim assistance, medical, mental health, and social services from the initial report through the judicial process and recovery. **Please note:** For purposes of the CJA program, "family members" refers to (1) members of the abused or neglected child's family or individuals acting as the child's legal guardian or caregiver (2) who are providing care and support to the child.
- Adopt a trauma-informed, multidisciplinary approach to the investigation, prosecution, and management of cases of child abuse and neglect by providing training to tribal, state, and federal professionals responsible for responding to and intervening in cases of child abuse and neglect in the applicant tribal community. Project activities should focus on improving coordination of efforts through information sharing and developing and implementing written response protocols for child abuse and neglect cases that are designed to minimize trauma for child victims and their family members.
- Provide emergency services for children who are at imminent risk of harm and crisis intervention services to aid child victims and their family members in recovering from incidents of abuse and neglect.
- Develop specialized services for victims of child abuse and neglect and their family members. Such services may include providing trauma-focused counseling for child victims, families, secondary victims (such as siblings or grandparents) and for groups of victims as appropriate; the development and operation of a child advocacy center to provide a neutral and child-friendly area for trained professionals to conduct forensic interviews; and providing victims of child sexual abuse with access to sexual assault forensic medical exams performed by medical professionals with specialized training in conducting pediatric exams. Grant funds may be used to provide the

necessary training to professionals so that they may provide the described specialized services to victims of child abuse and neglect and their family members.

Required deliverables

If awarded, successful applicants will be required to submit the following deliverables to OVC for review and approval:

- A community needs assessment to identify gaps and other issues in the community's current response to incidents of child abuse and neglect
- A privacy certificate describing how the grantee will protect the privacy of the individuals who participate in the grantee's community needs assessment activities and the confidentiality of the data that is collected as the result of assessment activities
- A strategic plan that establishes long-term priorities, directs resources towards achieving specific goals, and strengthens the grantee's programming for victims of child abuse and neglect
- A logic model to aid in evaluating the effectiveness of program planning activities as the grantee works to begin implementing its strategic plan

Note: Applicants who have completed a community needs assessment, strategic plan, or logic model related to child abuse, neglect, or relevant crime victimization within the past three years are encouraged to submit copies of these documents as attachments to their applications for funding.

Training and technical assistance activities

Upon award, OVC will provide access to free training and technical assistance to assist with developing and implementing grant-funded projects. This may include professional development training, specific training for project staff and staff members from collaborative partner agencies and organizations or other experts on how to serve victims of child abuse and neglect; assistance with establishing mechanisms to capture required performance measurement data; development of project deliverables; or other training and technical assistance needs that may be identified. OVC expects all awardees to actively participate in activities and services offered through OVC and to use the OVC-designated training and technical assistance providers as their primary training and technical assistance resource.

Applicants may apply for funding to include the following

Staffing: Funding may support the salary and fringe benefits for personnel involved in the investigation, prosecution, or overall handling of child abuse and neglect cases. Staffing may include dedicated prosecutors, law enforcement investigators, child protection services personnel, forensic interviewers, case managers, clinical mental health professionals, pediatric sexual assault nurse examiners, and other victim assistance and allied professionals. All personnel must be clearly linked to allowable program activities, (i.e., assisting to develop, establish, or operate a program designed to improve the investigation, prosecution, or overall handling of child abuse cases in a manner that limits additional trauma to the child victim) and must be justified in the Purpose Area Narrative and Tribal Community and

Justice Profile, itemized under the appropriate budget category, and fully described in the Budget Narrative.

Coordination/Outreach/Awareness: Funding may support multidisciplinary team meetings; the development and distribution of written response protocols policies and standard operating procedure manuals that promote trauma-informed approaches to the delivery of services to victims of child abuse and neglect and their family members; development of tribal codes related to defining and expanding victims' rights and crimes against children; community forums, PSAs, posters, brochures, fact sheets, etc., designed to increase the public's awareness and understanding of child abuse and neglect and the availability of grant-funded services.

Cultural and traditional practices: Applicants are encouraged to incorporate cultural and traditional practices in proposed activities—e.g., smudging, sweat lodges, or other traditional healing ceremonies—for victims of child abuse and neglect and their family members.

Expanding services: Applicants are encouraged to expand their victim service programming to serve often un-served eligible victims of crime, including child abuse or neglect victim populations that have difficulty accessing services due to factors such as age, type of victimization (i.e., trafficking victims or victims of technology facilitated crimes), geographic location, disability, sexual orientation, or gender identity.

Victim assistance: Funding may support victim assistance services that are linked to the child's victimization. Victim assistance may include developmentally appropriate trauma-informed counseling for primary victims and secondary victims (such as siblings or grandparents); family therapy; group therapy; case management services; aid with participating in traditional healing ceremonies or other cultural activities; assistance with food, clothing, and transportation costs; emergency shelter services; assistance with crime victim compensation claims; and medical and dental care. Costs associated with programs focused solely on prevention activities are not allowable.

Travel: Airfare, lodging, per diem, and other allowable incidental costs for meetings or trainings related to purpose area activities, including costs associated with at least two program staff to attend three DOJ-required trainings (i.e., CTAS Grantee Orientation, OVC regional trainings, and the OVC- sponsored National Indian Nations Conference). Please use Washington, D.C., as the destination when calculating the estimated costs for required travel as the actual locations will be determined at a future date.

Additional training: Funding may be used to pay for costs associated with developing and conducting local in service trainings relevant to the handling, investigation, and prosecution of child abuse and neglect cases. Funding may be used to send program staff—and, upon approval of your OVC grant manager, staff from collaborative partner agencies and organizations—to local, tribal, state, and regional training events that address the handling, investigation, and prosecution of child abuse and neglect cases or address the provision of trauma-informed services to the victims and their families.

Equipment and supplies: Enhancement of existing or new equipment and technology exclusively related to this CJA program are permissible. Costs may include supplies for play therapy, forensic interviewing recording equipment, digital cameras, rape kits, medical equipment for a pediatric sexual assault nurse examiner (SANE) program, office furniture and equipment (e.g., printers and scanners, child-friendly furnishings), and materials for traditional crafts and healing ceremonies.

Specific requirements

☐ **Eligibility**: (1) For purpose area #6 (OVC Children's Justice Act Partnerships for Indian Communities Program): A federally recognized tribe *or* an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply. If the applicant is a tribal designee under purpose area #6 OVC Children's Justice Act Partnerships for Indian Communities (CJA) program, the applicant will need a tribal resolution or equivalent legal enactment from the tribe as part of the application, which should (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe and (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. This resolution or equivalent legal enactment must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application due date.

In addition, under this purpose area, FY 2017 purpose area #6 CJA Program awardees are *not eligible* to apply for FY 2018 purpose area #6 CJA program.

Important note: Due to the highly competitive nature of purpose area #6 and the limited amount of funding available, if a proposed project does not contain *any* investigative or prosecutorial activities, OVC strongly encourages the applicant to apply for funding under purpose area #7. Further, a proposed project submitted under purpose area #6 that does not qualify under said purpose area may instead be considered and potentially funded under purpose area #7, should OVC deem appropriate.

☐ **Budget:** While funding may be used for training, equipment, services, outreach, and other costs that support program goals and objectives (e.g., support personnel and managerial staff), the applicant should ensure that at least 50% of the funding supports direct victim assistance needs or investigative and prosecutorial efforts. This includes salaries for staff that primarily provide direct services to child abuse victims and their families, and staff that primarily investigate or prosecute child abuse cases. Costs associated with programs focused solely on prevention activities are not allowable. The Budget Narrative Worksheet should present a complete itemization of all proposed costs. It should also explain how all costs were estimated and how they are relevant to the completion of the proposed project.

☐ **Travel budget requirement:** Airfare, lodging, mileage reimbursement, and registration fees for meeting or training costs related to purpose area activities, including costs associated with at least two program staff to attend **three** OVC or DOJ-required training events (i.e., CTAS grantee orientation, OVC regional trainings, and the National Indian Nations Conference). Please use Washington, D.C., as the destination when calculating the estimated costs for required travel as the actual location will be determined at a future date.

To build your purpose area #6 narrative, use the provided template located in GMS. Find the template at https://grants.ojp.usdoj.gov/CTAS/. **You will need your GMS password to access this fillable document**. Sample templates are available at www.justice.gov/tribal/open-sol.html for review without a password.

Award Information

OVC expects that any award under this purpose area will be made in the form of a cooperative agreement to allow OJP to have substantial involvement in award activities and deliverables.

OVC expects to make up to 6 awards of up to $450,000 each. Each award is for a 36-month period of performance, to begin on October 1, 2018 and end on September 30, 2021. **The funds for this program are authorized by the Victims of Crime Act (VOCA) of 1984. VOCA states that the funds are available for award recipients to use during the Federal Fiscal Year that the award was made, plus three additional Federal Fiscal Years (e.g., VOCA funds awarded in Fiscal Year 2018 are available for use through the end of Fiscal Year 2021). Therefore, OVC will not approve any project extensions for this award.**

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

7. Office for Victims of Crime (OVC—Comprehensive Tribal Victim Assistance program) CFDA #16.582

Goals

The goal of the Comprehensive Tribal Victim Assistance (CTVA) program is to assist American Indian/Alaska Native (AI/AN) communities to develop, enhance, and sustain a comprehensive victim assistance program that (1) provides a coordinated collaborative multidisciplinary response to victims of crime, their families, and the community and (2) provides trauma-informed, culturally competent holistic services to all identifiable victims of crime, their families, and the community. A comprehensive victim assistance program includes the following services where reasonable and necessary to address the consequences of victimization: case management; direct advocacy and counseling services; emergency shelter; mental health services; legal advocacy; educational support and transportation; safety planning; assistance with crime victim compensation claims, information, and referrals; and routine follow-up to ensure victims' needs are being addressed.

Objectives

- Work collaboratively with the community and key stakeholders (tribal, local, state, federal) to achieve a coordinated, collaborative, multidisciplinary, victim-centered response to crime that emphasizes adopting a trauma-informed approach to the delivery of crime victim services.
- Identify the critical needs of crime victims of all ages and develop programs to fill in the gaps in the existing community response to crime victims through the development and implementation of written trauma-informed response protocols, drafting tribal codes to define or expand crime victims' rights and crimes against persons, and increase access to services for populations within the community who do not traditionally access victims services.
- Provide comprehensive, culturally competent direct services to victims of crime and their families.

Required deliverables and activities

If awarded, successful applicants will be required to submit the following deliverables and perform the following activities:

- A community needs assessment to identify gaps and other issues in the community's current response to incidents of child abuse and neglect.
- A privacy certificate describing how the grantee will protect the privacy of the individuals who participate in the grantee's community needs assessment activities and the confidentiality of the data that is collected as the result of assessment activities.
- A strategic plan that establishes long-term priorities, directs resources towards achieving specific goals, and strengthens the grantee's programming for victims of child abuse and neglect.
- A logic model to aid in evaluating the effectiveness of program planning activities as the grantee works to begin implementing its strategic plan.

Note: Applicants who have completed a community needs assessment, strategic plan, or logic model related to crime victimization within the past three years are encouraged to submit copies of these documents as attachments to their application for funding.

Training and technical assistance activities

Upon award, OVC will provide access to free training and technical assistance to assist with developing and implementing grant-funded projects. This may include professional development training, specific training for project staff and staff members from collaborative partner agencies and organizations or experts on how to serve victims of victims of crime; assistance with establishing mechanisms to capture required performance measurement data; development of project deliverables; or other training and technical assistance needs that may be identified. OVC expects all awardees to actively participate in activities and services offered through OVC and to use the OVC-designated training and technical assistance providers as their primary training and technical assistance resource.

Applicants may apply for funding to include the following

Staffing: Funding may support the salary and fringe benefits of personnel who provide and oversee staff providing direct victim assistance to victims of crime, such as advocates, case managers, response team coordinators, and counselors along with costs for individuals under agreements to provide direct services to victims such as short-term individual counseling or support groups.

All personnel must be clearly linked to allowable victim assistance program activities, justified in the Purpose Area Narrative and Tribal Narrative Profile, itemized under the appropriate budget category, and fully described in the Budget Narrative.

*Funding **may not** support prosecutors or investigators* or prevention efforts.

Coordination/Outreach/Awareness: Funding may support multidisciplinary team meetings; the development and distribution of written response protocols policies and standard operating procedure manuals that promote trauma-informed approaches to the delivery of victim services; development of tribal codes related to defining and expanding victims' rights and relevant criminal codes, and community forums, PSAs, posters, brochures, fact sheets, etc. designed to increase the public's awareness and understanding of the victim services available.

Cultural and traditional practices: Applicants are encouraged to incorporate cultural and traditional practices in proposed activities (e.g., smudging, sweat lodges, talking circles, healing ceremonies) for victims and survivors.

Expanding services: Applicants are encouraged to expand their victim service programming to serve often un-served eligible victims of crime, including child abuse or neglect victim populations that have difficulty accessing services due to factors such as age, type of victimization (i.e., trafficking victims or victims of technology facilitated crimes), geographic location, disability, gender, sexual orientation, or gender identity.

Comprehensive victim assistance: Funding must be used to provide comprehensive victim assistance that will support focus areas that may include services for victims of elder abuse, child abuse, homicide, gang violence, youth violence, human trafficking, sexual assault, domestic violence, battery and assault, identity theft, hate crimes, driving under the influence of alcohol or other drugs, or comprehensive services to all victims of crime.

Examples of allowable costs include the following where reasonable and necessary to address the consequences of victimization: case management, including assessment of client needs, development of individualized service plans, and assessment of eligibility for other public or community-based programs; safety planning; assistance with crime victim compensation claims; information and referrals including documentation of services provided and routine follow-up to ensure victim's needs are being addressed; basic services including shelter or housing and sustenance, medical care, substance abuse treatment, dental care, mental health treatment, emergency mental health assessments, individual and group counseling, and interpreter and translator services; victim advocacy and information about crime victims'

rights and services; education or GED assistance and employment services; transportation assistance; life skills training including managing personal finances, self-care, and parenting classes; and emergency response such as hotline services, call forwarding systems, and rotating on-call cell phones.

Funding *may not* support investigation and prosecution services or prevention efforts.

Travel: Airfare, lodging, mileage reimbursement, and registration fees for meeting or training costs related to purpose area activities, including costs associated with at least two program staff to attend **three** OVC or DOJ-required trainings (e.g., CTAS grantee orientation, OVC regional trainings, and Indian Nations Conference). Please use Washington, D.C., as the destination when calculating the estimated costs for required travel as the actual location will be determined at a future date.

Travel costs for other trainings, as permitted in the following section, also are allowable and should be included in the travel portion of the budget.

Training: Funding can be used to support training specific to victim assistance topics, victim-related topics, training and technical assistance conferences, seminars, classes, and other program staff professional development resources, e.g., training for SANEs, forensic interviewing, or other specialized topics not available through the TTA provider.

Upon award, the OVC AI/AN TTA provider(s) will provide training on some specific victim assistance topics at no cost; therefore, awardees must ensure that their training needs cannot be met by the OVC AI/AN TTA provider and obtain approval through OVC before seeking training from other sources.

Equipment and supplies: Funds may support new or enhanced equipment and technology exclusively related to the enhancement or implementation of the victim assistance program. Costs may include computers; fax machines; printers; scanners; cameras; office furniture; equipment necessary to establish an information-sharing database; leasing vehicles for use by program staff to fulfill grant activities; small appliances and cleaning supplies for shelter; supplies necessary to create brochures, posters, fliers, and resource manuals about the grant funded program and materials for traditional arts and crafts.

Specific requirements

☐ **Eligibility: (1) For purpose area #7 (OVC Comprehensive Tribal Victim Assistance Program):** A federally recognized tribe *or* an organization that is acting as the **authorized designee** of a federally recognized Indian tribe may apply. If the applicant is a **tribal designee** under purpose area #7 OVC Comprehensive Tribal Victim Assistance (CTVA) program, the applicant will need a tribal resolution or equivalent legal enactment from the tribe as part of the application, which should (1) authorize the applicant to submit an application on behalf of the federally recognized Indian tribe and (2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or equivalent legal enactment must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application due date.**

In addition, under this purpose area, CTAS FY 2017 CTVA program awardees are ***not eligible*** to apply for a for a CTAS FY 2018 Purpose Area #7 CTVA Program.

☐ **Budget:** This purpose area is designed to support comprehensive and coordinated multidisciplinary responses and victim assistance. Therefore, while funding may be used for training, equipment, outreach, etc. to develop or enhance tribal victim assistance programs, the applicant should ensure that at least 50% of the funding supports comprehensive victim assistance needs. This includes salaries for staff that provide direct services to victims.

The Budget Narrative Worksheet should present a complete itemization of all proposed costs. The Budget Narrative should also explain how all costs were estimated and how they are relevant to the completion of the proposed project.

Important note: Funds **may not be used** to support investigation and prosecution activities. If the applicant would like to complement its child abuse and neglect services program by hiring a dedicated investigator or prosecutor to investigate and prosecute cases of child abuse and neglect, we encourage the applicant to apply for funding under PA #6.

☐ **Travel budget requirement:** In addition to any staff-victim service related travel, applicants must budget sufficient funds in travel over the course of the grant project to cover a total of **three** required trainings (as referenced in the Travel section and in the "Budget Detail Worksheet and Narrative" section on page 8 of this solicitation). Please use Washington, D.C., as the destination when calculating the estimated costs for required travel as the actual location will be determined at a future date.

To build your purpose area #7 narrative, use the provided template located in GMS. Find the purpose template at https://grants.ojp.usdoj.gov/CTAS/docs/Purpose Area 7 Narrative.docx. **You will need your GMS password to access this fillable document**. Sample templates are available at www.justice.gov/tribal/open-sol.html for review without a password.

Award Information

OVC expects that any award under this purpose area will be made in the form of a cooperative agreement to allow OJP to have substantial involvement in award activities and deliverables.

OVC expects to make up to 30 awards of up to $450,000 each. Each award is for a 36-month period of performance, to begin on October 1, 2018 and end on September 30, 2021. **The funds for this program are authorized by the Victims of Crime Act (VOCA) of 1984. VOCA states that the funds are available for award recipients to use during the Federal Fiscal Year that the award was made, plus three additional Federal Fiscal Years (e.g., VOCA funds awarded in Fiscal Year 2018 are available for use through the end of Fiscal Year 2021). Therefore, OVC will not approve any project extensions for this award.**

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

8. Juvenile Tribal Healing to Wellness Courts (OJJDP) CFDA # 16.585

Purpose

The overall purpose of this grant program is to support tribes seeking to develop a new Juvenile Tribal Healing to Wellness Court to respond to the alcohol and substance use issues (including opioid use) of juveniles and young adults under the age of 21. Federally recognized tribes that have an existing court system and are interested in developing a new Juvenile Tribal Healing to Wellness Court are encouraged to apply.

Overview of Juvenile Tribal Healing to Wellness Courts

Juvenile Tribal Healing to Wellness Courts are not simply tribal courts that handle alcohol and drug cases. They are special court dockets similar to drug courts that combine judicial supervision, substance abuse treatment, case management, drug testing, and graduated incentives and sanctions to help individuals with substance use disorders achieve sustained recovery and avoid reoffending. Juvenile Tribal Healing to Wellness Courts use a team approach that includes the judge, attorneys, probation, law enforcement, treatment providers, educational and vocational services, and other partners. In addition, Juvenile Tribal Healing to Wellness Court teams can incorporate tribal elders, traditional healers, and other culturally appropriate resources to promote participants' healing and reintegration into the tribal community.

Juvenile Tribal Healing to Wellness Courts are designed to closely monitor participant compliance with treatment and other program requirements and respond quickly with culturally appropriate graduated incentives and sanctions to promote positive behavior changes. For example, a participant who has attended treatment regularly and tested negative for drug use is immediately praised by the Juvenile Tribal Healing to Wellness Court judge and team. The participant may also advance to a more lenient level of program supervision.

Conversely, a participant who has missed treatment meetings or tested positive for drug use is immediately sanctioned by the court. Common sanctions include more frequent drug testing, increased court appearances, community service assignments, written essays, and many others. Other distinctive aspects of Juvenile Tribal Healing to Wellness Courts include early referral and entry, regular court appearances, phased and culturally appropriate treatment, random drug testing, and an emphasis upon team decision-making.

The following 10 key components provide a more detailed description of the Tribal Healing to Wellness Court model:

1. Individual and community healing focus
   Tribal Healing to Wellness Court brings together alcohol and drug treatment, community healing resources, and the tribal justice process by using a team approach to achieve the physical and spiritual healing of the individual participant and to promote Native nation building and the well-being of the community.

2. Referral points and legal process

Participants enter Tribal Healing to Wellness Court through various referral points and legal processes that promote tribal sovereignty and the participant's due (fair) process rights.

3. Screening and eligibility

Eligible court-involved substance-abusing parents, guardians, juveniles, and adults are identified early through legal and clinical screening for eligibility and are promptly placed into the Tribal Healing to Wellness Court. Award funds may not be used to serve violent offenders. See 34 U.S.C. 10612.

4. Treatment and rehabilitation

Tribal Healing to Wellness Court provides access to holistic, structured, and phased alcohol and drug abuse treatment and rehabilitation services that incorporate culture and tradition.

5. Intensive supervision

Tribal Healing to Wellness Court participants are monitored through intensive supervision that includes frequent and random testing for alcohol and drug use while participants and their families benefit from effective team-based case management.

6. Incentives and sanctions

Progressive rewards (or incentives) and consequences (or sanctions) are used to encourage participant compliance with the Tribal Healing to Wellness Court requirements. See 34 U.C.S. 10611(c)(2).

7. Judicial interaction

Ongoing involvement of a Tribal Healing to Wellness Court judge with tribal wellness court team and staffing and ongoing Tribal Healing to Wellness Court judge interaction with each participant are essential.

8. Monitoring and evaluation

Process and performance measurement and evaluation are tools used to monitor and evaluate the achievement of program goals; identify needed improvements to the Tribal Healing to Wellness Court and to the tribal court process; determine participant progress; and provide information for governing bodies, interested community groups, and funding sources.

9. Continuing interdisciplinary and community education

Continuing interdisciplinary and community education promote effective Tribal Healing to Wellness court planning, implementation, and operation.

10. Team interaction

The development and maintenance of ongoing commitments, communication, coordination, and cooperation among Tribal Healing to Wellness Court team members, service providers and payers, the community, and relevant organizations, including the use of formal written procedures and agreements, are critical for Tribal Healing to Wellness Court success.[4]

Goals and objectives

Implementation grants for a Juvenile Tribal Healing to Wellness Court are available to federally recognized tribes that have an existing court system and are interested in developing a Juvenile Tribal Healing to Wellness Court. All successful applicants will be required to work with the OJJDP training and technical assistance provider to work through key objectives and deliverables over the course of the four-year award period.

Objectives for year 1

- Establish a multidisciplinary steering committee to lead the planning and implementation of the Juvenile Tribal Healing to Wellness Court.
- Conduct a community strengths and needs assessment to help define the need for a Juvenile Tribal Healing to Wellness Court, identify existing resources and partners that can support such a court, and identify resource gaps and other areas of need that should be addressed during the planning and implementation of the court. The assessment should include an analysis of all available data regarding the nature and extent of alcohol and drug use (which must include opioid abuse) by tribal youth, the impacts of this behavior, and current efforts to address it.
- Obtain support from tribal council, tribal court judges, prosecutor's office, defense counsel, probation, law enforcement, treatment providers, schools, vocational programs, other service providers, tribal elders, tribal community members, and others as appropriate.
- Begin developing Juvenile Tribal Healing to Wellness Court policies and procedures, which should address eligibility criteria, screening and assessment procedures and tools, phased treatment, supportive services, compliance monitoring, graduated sanctions and incentives.
- Hire any staff needed for the Juvenile Tribal Healing to Wellness Court team.
- Participate in training and technical assistance activities as directed by OJJDP. Activities may include training and technical support implemented through a guided strategic planning framework and use of the Juvenile Healing to Wellness Handbook. *Please note that OJJDP will designate a training and technical assistance provider for this project. Grantees should not propose to use grant funds to hire consultants for this purpose.*

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[4] Adapted from Tribal Law and Policy Institute, *Tribal Healing to Wellness Courts: The Key Components, 2nd edition*, Tribal Healing to Wellness Court Series (Washington, DC: Bureau of Justice Assistance, 2014), http://www.wellnesscourts.org/files/Tribal%20Healing%20to%20Wellness%20Courts%20The%20Key%20Components.pdf.

Objectives for year 2

- Complete a comprehensive Juvenile Tribal Healing to Wellness Court policies and procedures manual.
- Develop written bench books, screening and assessment tools, participant contracts, participant handbooks, and any other resources needed to implement the Juvenile Tribal Healing to Wellness Court.
- Begin implementation of the strategic plan, following the plan's clearly outlined goals, objectives, action steps, and timeline.
- Develop a written data collection protocol describing how the data outlined in the strategic plan will be collected, stored, and analyzed to measure project success and make any needed adjustments to the project design.
- Develop and implement an appropriate data collection system (or an existing system) to support the project.
- Begin collecting data pursuant the performance measures outlined in the strategic plan.
- Participate in training and technical assistance activities as directed by OJJDP.

Objectives for year 3

- Begin screening court-involved juveniles and young adult under age 21 for eligibility for the Juvenile Tribal Healing to Wellness Court.
- Engage in early referral process of eligible individuals to the Juvenile Tribal Healing to Wellness Court.
- Begin accepting appropriate individuals into the Juvenile Tribal Healing to Wellness Court.
- Begin collecting all relevant data regarding participants and program operations using the specific case management and data collection system.
- Review the strategic plan in light of early program implementation and make any needed adjustments; submit to OJJDP program office for approval.
- Participate in training and technical assistance activities as directed by OJJDP.
- Develop a written sustainability plan.

Objectives for year 4

- Continue to accept participants into the Juvenile Tribal Healing to Wellness Court.
- Continue to collect and analyze project data.
- Conduct process evaluation with assistance from OJJDP-designated training and technical assistance provider.

- Review the strategic plan to include a sustainability section and any additional revisions needed; submit to OJJDP program office for approval.
- Participate in training and technical assistance activities as directed by OJJDP.

Applicants may apply for funding to include the following

Staffing: Salary and fringe benefits for positions to support the design and implementation of the program and oversee staff that provide direct assistance to youth participants.

Equipment and supplies: Computer hardware and software for Internet access and email capability, cell phones, telephones, pagers, printers, fax machines, copiers, as needed for program implementation; general office supplies, postage, and other necessary program and outreach supplies.

Training: Off-site specific training for identified program staff to attend in order to improve or develop skills in the areas related to operating a Juvenile Tribal Healing to Wellness Court. **Note:** While funds may be allocated for program staff to attend training, all successful applicants will receive on-site and cluster trainings from the OJJDP-selected training provider. Funds are *not* allowed for additional consultants.

Travel: Airfare, lodging, and mileage reimbursement for meeting or training costs related to program activities, including costs associated with DOJ-required training (see "Specific requirements" in the following section).

Strategic planning: Comprehensive planning for tribal justice systems to serve juveniles as it relates to the tribal juvenile healing to wellness court program objectives listed earlier.

Specific requirements

☐ **Important note:** Applicants that have received OJJDP funding through the FY 2014 Tribal Healing to Wellness Court Responses to Underage Drinking Initiative solicitation or the FY 2015, FY 2016 or FY 2017 CTAS OJJDP purpose area #8 are *not eligible* to apply for funds in this purpose area.

☐ **Opioid abuse:** Applicants must include a strategy to create comprehensive diversion and alternatives to incarceration programs for those impacted by the opioid epidemic.

☐ **Limitation on participation of violent offenders:** Grant funds may not be used to serve violent offenders. See generally 34 U.S.C. 10612. For purposes of this grant program, the term "violent offender" means a person 18 or older who

1. is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct
    a. the person carried, possessed, or used a firearm or dangerous weapon;
    b. there occurred the death of or serious bodily injury to any person; or
    c. there occurred the use of force against the person of another, without regard to whether any of the circumstances described in (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or

2. has one or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm. See 34 U.S.C. 10613 (a).

The term "violent offender" also includes a juvenile younger than age 18 who has been convicted of or adjudicated delinquent for a felony-level offense that (1) has as an element the use, attempted use, or threatened use of physical force against the person or property of another or the possession or use of a firearm or (2) by its nature involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. See 34 U.S.C. 10613(b).

☐ **Technical assistance:** A training and technical assistance (TTA) provider has already been identified by OJJDP to support purpose area #8 grantees. Applicants should *not* include requests for funding to support onsite consultants as this will be managed by the existing TTA provider.

☐ **Strategic planning period:** These grants require a dedicated planning period at the start of the grant award. Awardees will be required to travel to a strategic planning training (Strat Pak) and submit a comprehensive plan for implementation of their program which will include a sustainability plan.

Relevant special conditions will be added to the award to reinforce this requirement.

☐ **Travel:** Applicants must budget travel costs for attendance at the following purpose area #8 specific OJJDP trainings:

(1) One three-day OJJDP strategic planning session for up to four people (for budgeting purposes, please use Washington, D.C., as the location of this meeting)

(2) Two PA #8-specific training events for two people (for budgeting purposes, please use Washington, D.C., as the location for this meeting)

In addition, applicants must budget for one DOJ CTAS-wide orientation meeting for two people (for budgeting purposes, please use Palm Springs, California, as the location for this meeting). See the GSA web site for determining allowable per-diem travel costs: www.gsa.gov/portal/category/21287.

Please consult page 10 of this solicitation for additional information about this training requirement.

☐ **Other:** Recipients of grant funds will be required to participate in one program-area specific, web-based new grantee orientation.

☐ **Performance measurement:** In addition to collecting the appropriate project-specific data, grantees will be required to submit data to OJJDP for performance measurement. See https://ojjdppmt.ojp.gov/.

To build your purpose area #8 narrative, use the provided template located in GMS. Find the purpose area #8 narrative template at https://grants.ojp.usdoj.gov/CTAS/. **You will need your GMS password to access this fillable document**. Sample templates are available at www.justice.gov/tribal/open-sol.html for review without a password.

9. Tribal Youth Program-TYP (OJJDP), CFDA #16.731

Goals and objectives

OJJDP's Tribal Youth Program (TYP) seeks to support and enhance tribal efforts to prevent and reduce juvenile delinquency and strengthen a fair and beneficial juvenile justice system response for American Indian and Alaska Native youth. OJJDP understands that tribal nations have widely varying circumstances, challenges, strengths, and needs that impact their ability to prevent juvenile delinquency or to intervene and treat tribal youth when necessary. The funding in this purpose area is available to create, expand, or strengthen tribally-driven approaches along the juvenile justice continuum that can range from prevention to intervention and treatment.

As a part of this purpose area, OJJDP envisions a juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who commit crimes and to improve both safety and quality of life for the juveniles, families, communities, and victims. To support and sustain this vision, OJJDP is elevating family and youth engagement as a principle and practice through its policy and funding decisions.

Priority areas eligible for funding include the categories listed here. We recommend that tribes propose a comprehensive project designed to have an impact in one of these categories as opposed to multiple areas. OJJDP also recommends that the selection of a program design align with broader planning efforts and with community support which will be critically important in sustaining efforts beyond the award period.

Note: The population of youth served under this grant must not include youth who are age 18 or older.

Prevention

- **Prevention services to impact risk factors for delinquency and promote protective factors.** This may include mentoring, youth development, anti-gang education, truancy and school dropout prevention programs, after-school programs, and anti-bullying and parenting education programs.
- **Prevention, intervention, and treatment for children exposed to violence.** This includes development and implementation of trauma-informed practices in programs and services that address child abuse and neglect and the effects and issues of childhood trauma or exposure to violence. Applicants should familiarize themselves with the DOJ report on American Indian/Alaska Native Children Exposed to Violence.
- **Prevention and intervention services for native girls.** This may include programs that focus on teaching skills needed to resist substance abuse, prevent teen pregnancy, build self esteem, foster positive relationships with peers and adults, learn self-advocacy, and build pro-social skills. Please review the OJJDP Girls Policy at http://www.ojjdp.gov/policyguidance/girls-juvenile-justice-system/#nav.

- **Programs designed to meet the needs of underserved or vulnerable groups, such as Lesbian, Gay, Bisexual, Transgender, and Two-Spirit Youth.** Please see the OJJDP Listening Session Report: Creating and Sustaining Fair and Beneficial Environments for LGBTQ Youth (http://www.ojjdp.gov/pubs/245321.pdf).
- **Development and implementation of tribal best practices and traditional healing methods to support tribal youth.** This may include engaging youth in activities centered on cultural preservation, land reclamation, green or sustainable tribal traditions, and language preservation.

Intervention

- **Interventions for Tribal Healing to Wellness Court-involved tribal youth.** This may include therapeutic services, mentoring, graduated sanctions, restitution, diversion, home detention, foster and shelter care, and other alternatives to detention.
- **Intervention and treatment services for children exposed to sex trafficking.** This may include the development of or implementation of programs and services for children who are victims of sex trafficking. Please see the OJJDP Commercial Sexual Exploitation of Children/Sex Trafficking Literature Review (https://www.ojjdp.gov/mpg/litreviews/CSECSexTrafficking.pdf).

Treatment

- **Treatment services for at-risk and high-risk youth.** This may include alcohol and drug abuse treatment and prevention programs; mental health treatment (counseling, referral and placement); and development of comprehensive screening tools, crisis intervention, intake assessments, treatment team planning, and therapeutic services for co-occurring mental health and substance abuse disorders.
- **Services for youth in detention or out-of-home placement.** This may include green or sustainable tribal traditions, risk and needs assessments, educational and vocational programming, mental health and substance abuse services, family strengthening, recreational activities, and aftercare and re- entry services to help successfully reintegrate the youth into the tribal community.
- **Improvement or establishment of data collection systems.** This may include efforts to create or improve abilities to track youth in detention, placement, or community-based programs with the goal of improving understanding of and responses to youth and community needs.

Applicants may apply for funding to include the following

Staffing: Salary and fringe benefits for positions to support implementation of the program and oversee staff that provide direct assistance to youth participants; program consultant and other costs for services for professional support and for evaluation.

Equipment and supplies: Computer hardware and software for Internet access and email capability, cell phones, telephones, pagers, printers, and copiers as needed for program implementation; general office supplies, postage, and other necessary program and outreach supplies.

Support services: Costs for services for professional support and expert knowledge to assist with the development and enhancement of the program such as treatment, information technology, and evaluation.

Travel: Airfare, lodging, and mileage reimbursement for meeting or training costs related to program activities, including costs associated with DOJ-required training (see "Specific requirements" in the following section).

Strategic planning: Comprehensive planning for tribal justice systems to serve juveniles.

Specific requirements

☐ **Important note:** Any active purpose area #9 (OJJDP TYP) awardees that have a period of performance end date **on or after June 30, 2019** at the time of application are *not eligible* to apply for funds under the FY 2018 CTAS purpose area #9.

☐ **Technical assistance:** A training and technical assistance (TTA) provider has already been identified by OJJDP to support purpose area #9 grantees. Applicants should *not* include requests for funding to support onsite consultants as this will be managed by the existing TTA provider.

☐ **Travel:** Applicants must budget travel costs for attendance at the following purpose area #9 specific trainings:

(1) One three-day OJJDP strategic planning session for up to four people (for budgeting purposes, please use Washington, D.C., as the location of this meeting)

(2) Two PA #9-specific training events for two people (for budgeting purposes, please use Washington, D.C., as the location for this meeting)

In addition, applicants must budget for one DOJ CTAS-wide orientation meeting for two people (for budgeting purposes, please use Palm Springs, California, as the location for this meeting). See the GSA web site for determining allowable per-diem travel costs: www.gsa.gov/portal/category/21287.

Please consult page 10 of this solicitation for additional information about this training requirement.

☐ **Strategic planning period:** These grants require a dedicated planning period at the start of the award. Awardees may be required to travel to a strategic planning training (Strat Pak) and submit a comprehensive plan for implementation of their program which will include a sustainability plan.

☐ **Other:** Recipients of grant funds will be required to participate in one program-area specific, web-based new grantee orientation.

☐ **Performance measurement:** In addition to collecting the appropriate project-specific data, grantees will be required to submit data to OJJDP for performance measurement. See https://ojjdppmt.ojp.gov/.

To build your purpose area #9 narrative, use the provided template located in GMS. Find the purpose area #9 narrative template at https://grants.ojp.usdoj.gov/CTAS/. **You will need your GMS password to access this fillable document**. Sample templates are available at www.justice.gov/tribal/open-sol.html for review without a password.

Type, amount, and length of awards (federal award information)

DOJ may make awards from this solicitation in the form of a grant or a cooperative agreement, which is a funding instrument DOJ uses when it expects to have ongoing substantial involvement in carrying out award activities.[5] Substantial federal involvement generally includes involvement with the recipient in implementation of the award, such as through approval of work plans or major project-generated materials. Responsibility for day-to-day project management, however, generally rests with the recipient. See "Complying with administrative, national policy, and other legal requirements" on page 67 for details regarding the federal involvement anticipated under an award from this solicitation.

All project start dates should be on or after October 1, 2018. DOJ has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award.

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

[5] *See generally* 31 USC §§ 6301–6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements).

Purpose area	Estimated amount of funding available	Estimated number of awards to be made; estimated award amounts	Length of award
1.Public safety and community policing (COPS Office)	$20 million	Approximately 50 awards: • sworn force of 1–9: no more than $300,000* • sworn force of 10–19: no more than $600,000 • sworn force of 20+: no more than $1,000,000	3 years
2.Comprehensive tribal justice systems strategic planning (BJA)	Up to $750,000	Approximately 5 awards; up to $150,000 per award	2 years
3.Tribal Justice Systems (BJA)	$16.8 million	Approximately 20–30 awards; approximately $250,000–750,000 per award	3 years
4.Tribal Justice System Infrastructure Program (BJA)	$7.5 million	Estimated 2–4 awards for facility renovation or expansion or completion of existing construction projects for single jurisdiction facility, approximately $1 million per award. Estimated 1–2 awards for facility renovation or expansion or completion of existing construction projects for regional facility (detention, multipurpose justice center, correctional alternative), approximately $2–4 million per award.	3 years

Purpose area	Estimated amount of funding available	Estimated number of awards to be made; estimated award amounts	Length of award
5.Violence Against Women Tribal Governments program (OVW)	$34 million	Approximately 55 awards: • **New applicants**: Applicants that have never before received funding from OVW, or whose last award from OVW closed more than 12 months ago, can request up to approximately $450,000. • **Current grantees**: Applicants that have at least one active, current award from OVW are considered current grantees. There is no explicit limit on how much current grantees can request; however, because of demand for funding, OVW anticipates that it will not be able to offer current grantees an award totaling more than $900,000. Applicants should consider the level of effort necessary to complete the project and the amount of funds that were expended during the 36-month budget cycle, and not solely the amount that was previously awarded, in deciding how much to request in FY 2018.	3 years
6.Children's Justice Act Partnerships for Indian Communities (OVC)	$ 2.7 million	Approximately 6 awards; up to a maximum of $450,000 per award.	3 years
7.Comprehensive Tribal Victim Assistance program (OVC)	$13.5 million	Approximately 30 awards; up to a maximum of $450,000 per award.	3 years
8.Juvenile Tribal Healing to Wellness Courts (OJJDP)	$2.1 million	Approximately 6 awards; up to a maximum of $350,000 per award.	4 years
9.Tribal Youth Program (OJJDP)	$7.8 million	Approximately 19 awards; up to a maximum of $400,00 per award.	4 years

* Or the cost of one entry level full-time officer if that cost is over $300,000/higher than the cap. These requests are reviewed on a case-by-case basis and need to reflect the actual entry-level salaries and benefits for a newly hired sworn officer.

Additional budget information/funding restrictions

Cost sharing or match requirement

None of the purpose areas in this solicitation requires a match. However, if a successful application proposes a voluntary match amount and DOJ approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-agreement cost approvals

DOJ does not typically approve pre-agreement costs; an applicant must request and obtain DOJ's prior written approval for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs before submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for DOJ to consider approving pre-agreement costs, the applicant may contact the Response Center listed on the front pages of this announcement for the requirements concerning written requests for approval. If approved in advance by DOJ, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide for more information.

Supplanting: Generally, DOJ funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Grant funds must be used to increase the amount of state, local, tribal, or BIA funds that otherwise would be budgeted for these purposes in the absence of DOJ award funding. For additional guidance regarding supplanting, including DOJ program-specific examples, refer to the Coordinated Tribal Assistance Solicitation Guidance Regarding Supplanting FAQ at www.justice.gov/tribal/. Purpose area #5 applicants should include a letter of nonsupplanting in their application as described earlier.

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% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2017 salary table for SES employees is available at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/executive-senior-level/. Note: A recipient may compensate an employee at a greater rate provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs (OJP) or the Director of OVW as appropriate. (Waivers are not applicable to the COPS Office.) An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that DOJ will request that the applicant adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 or her qualifications and expertise and for the work that is to be done.

Prior approval, reporting, and minimization of costs related to conferences, meetings, and trainings

Generally, funding may not be used to purchase food or beverages for any meeting, conference, training, or other event under any CTAS purpose area. Exceptions may be available in very rare circumstances with the approval of the awarding office.

All award recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) will be required to minimize costs and may be required to receive prior written approval of conference costs. Prior review and approval of conference costs can take time, and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs. For more information, see the FAQs at https://www.justice.gov/tribal/open-solicitations.

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 at ojp.gov/funding/index.htm.

For allowable and unallowable costs for each program, please see the FAQs at www.justice.gov/tribal/.

Performance measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), PL 103–62, and the GPRA Modernization Act of 2010, PL 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work.

This solicitation has one overarching objective that applies to all programs and separate objectives for each purpose area. For each applicable purpose area, sample performance measures and required data are listed. The listed measures and data are not exhaustive but are intended to provide applicants with insight into the measures and data on which they will be expected to report.

Submission of performance measures data is not required for the application. Performance measures are included here as an alert that successful applicants will be required to submit specific data to DOJ as part of their reporting requirements after awards are made. Recipients will be required to provide the data requested in the "Sample data recipient must provide" column for each applicable objective so that DOJ can calculate values for the "Sample performance measure(s)" column. Additional performance measures may be developed and required, specific and complementary to each awarded program. After awards are made, DOJ staff will provide additional information about how data should be collected and reported.

Objective	Sample performance measure(s)	Sample data recipient must provide
Overarching objective: Improve the grant planning and application processes for DOJ tribal grant applicants.	Number of collaborative partners involved in the comprehensive planning stage.	Number of collaborative partners involved in the comprehensive planning stage (specify by type).
Purpose area #1: Public safety and community policing (COPS Office)	To what extent has COPS Office award funding (e.g., officers, equipment, training, technical assistance) increased your agency's community policing capacity? To what extent have COPS Office knowledge resources (e.g., publications, podcasts, and training) increased your agency's community policing capacity?	To assess progress toward achieving the program objective, awardee will provide data on how COPS Office award resources and knowledge resource products has increased community policing capacity.
Purpose area #2: Comprehensive tribal justice systems strategic planning (BJA)	Development of a comprehensive plan for tribal justice safety and wellness	Periodic progress reports providing an overview of community assessment, coordination, and development of a written plan.

Objective	Sample performance measure(s)	Sample data recipient must provide
Purpose area #3: Tribal Justice Systems (BJA)	Percent increase in the number of cases handled by tribal courts. Number of full-time equivalent (FTE) judicial and other court positions created or funded under the award. Percent reduction in the number of arrests for crimes where alcohol or substance abuse was a factor. Percent increase in number of individuals receiving treatment services as a result of this program. Percent increase in number of participants at tribal community prevention trainings.	Number of cases filed in the court during the prior period. Number of cases filed in the court during the current reporting period. Number of judicial and other court positions created as a result of the grant during the reporting period. Number of arrests for crimes where alcohol or substance abuse was a factor for the period prior to grant funding. Number of arrests for crimes where alcohol or substance abuse was a factor for the current reporting period. Number of individuals receiving treatment services for the period prior to grant funding. Number of individuals receiving treatment services as a result of this program during the current reporting period. Number of participants at tribal community prevention trainings during the period prior to grant funding. Number of participants at tribal community prevention trainings during the current reporting period.
Purpose area #4: Tribal Justice System Infrastructure Program (BJA)	Number of programs (by type) implemented or enhanced as a result of facility renovation.	Number of programs (by type) implemented or enhanced as a result of facility renovation.
Purpose area #5: Violence Against Women (OVW) Tribal Governments Program	Number of professionals trained to respond to domestic violence, dating violence, sexual assault, and stalking. Percent of victims requesting services who received them.	Number of professionals trained to respond to domestic violence, dating violence, sexual assault, and stalking. Numbers of victims requesting and receiving services.

Objective	Sample performance measure(s)	Sample data recipient must provide
Purpose area #6: Children's Justice Act Partnerships for Indian Communities (OVC)	Percent of child abuse and neglect victims that receive services. Percent of programs with an increase in services provided to victims of child abuse and neglect. Percent of child victims served by types of victimization.	Number of victims requesting and receiving services. Number of services provided, by type. Types of victimization for which services were provided.
Purpose area #7: Comprehensive Tribal Victim Assistance program (OVC)	Percent of victims that receive services. Percent of programs with an increase in services provided. Percent of victims served by types of victimization.	Number of victims requesting and receiving services. Number of services provided, by type. Types of victimization for which services were provided.
Purpose area #8: Juvenile Tribal Healing to Wellness Courts (OJJDP)	Percent of program youth who offend or reoffend (arrested/rearrested). Percent of program youth or families exhibiting desired change in targeted behaviors (e.g., substance use, antisocial behavior, truancy, gang involvement). (For a list of the complete measures, see https://www.ojjdp-dctat.org/help/Grids/Word/TribalHealingToWellnessCourts.docx https://ojjdppmt.ojp.gov/)	Number of program youth or families served. Number of program youth who offend or reoffend. Number of program youth or families exhibiting desired change in targeted behaviors.
Purpose area #9: Tribal Youth Program (OJJDP)	Number of program youth or families served. Percent of program youth who offend or reoffend (arrested/rearrested). Percent of program youth or families exhibiting desired change in targeted behaviors (e.g., substance use, antisocial behavior, truancy, gang involvement). (For a list of the complete measures, seehttps://ojjdppmt.ojp.gov/.)	Number of program youth or families served. Number of program youth who offend or reoffend. Number of program youth or families exhibiting desired change in targeted behaviors.

G. Application Review and Evaluation Process

Applications should include all items listed in "What an Application Should Include" on page 6 and noted on the application checklist (beginning on page 71).

a. Tribal Community and Justice Profile (30%)**
b. Purpose Area Narrative for each purpose area for which the applicant is applying (50%)**
c. Project Abstract for each purpose area for which the applicant is applying
d. Project/Program Timeline for each purpose area for which the applicant is applying or one combined timeline for all purpose areas for which the applicant is applying (5%)
e. Budget Detail Worksheet and Narrative, including Demographic Form (Demographic form is for PA1 Applicants only (15%))**
f. Application Overview (formerly the Executive Summary)
g. Tribal Authority to Apply documentation/Tribal Resolution
h. Applicant Disclosure of High-Risk Status
i. Applicant Disclosure of Pending Applications
j. Disclosure of Lobbying Activities
k. Indirect Cost Rate Agreement (if applicable)
l. Financial Management and System of Internal Controls Questionnaire (for any applicant requesting funding under purpose areas 2, 3, 4, 5, 6, 7, 8, or 9)
m. Other attachments (as needed)

    i. Application Overview (formerly the Executive Summary)

    *The Application Overview should identify the problem(s) the tribe seeks to address, the strategy to address the problem(s), and the purposes area(s) being requested to address the problem(s). Find the application overview template athttps://grants.ojp.usdoj.gov/CTAS/.

    ii. Letters of support (optional)
    iii. Resumes of key personnel
    iv. Job descriptions for unfilled positions
    v. Memoranda of Understanding
    vi. Letter of Nonsupplanting (for Purpose Area #5 applicants)
    vii. Confidentiality Notice form (for Purpose Area #5 applicants)
    viii. Documentation of collaboration (for Purpose Area #5 applicants)

****Items noted by ** (double asterisks) MUST be included in the application submission in order for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding. An application that does not include the attachments noted by ** at the time of application will neither be peer reviewed, nor will the application receive further consideration.**

DOJ is committed to ensuring a fair and open process for making awards. Each relevant DOJ component will review 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 be reviewing the applications submitted under this solicitation that meet eligibility and basic minimum requirements. Each relevant DOJ component may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given grant program who is *not* a current federal employee. An internal reviewer is a current federal employee who is well-versed or has expertise in the subject matter of the particular grant program. Applications that meet eligibility and basic minimum requirements will be evaluated, scored, and rated by peer reviewers. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully.

Prior to award, applications for potential awards will receive a financial integrity review to evaluate the fiscal integrity and financial capability of applicants and to examine proposed costs and the extent to which the Budget Detail Worksheet and Narrative accurately supports and explains project costs. This review also will assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be either conducted by DOJ officials in consultation with the applicable DOJ component or directly conducted by the DOJ component staff. DOJ will also take into consideration the total amount of funding requested and the capacity of the tribe to manage the funds.

In addition, prior to making an award greater than the simplified acquisition threshold (currently set at $150,000), any information about applicants that is in the designated integrity and performance system accessible through the System for Award Management (SAM) will be reviewed and considered. An applicant may review and comment on any information about the applicant in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

Past performance with DOJ grant funding will be considered in this review process. Past performance review may include a reduction in score for prior poor performance. Factors that may be included in the past performance review are whether progress reports demonstrate effectiveness of the project, whether past activities of the applicant have been limited to program purpose areas, the extent to which the applicant has adhered to all special conditions in the prior awards, the extent to which the applicant has complied with programmatic and financial reporting requirements, the extent to which the applicant has completed closeout of prior awards in a timely manner, whether the applicant has received financial clearances in a timely manner, whether the applicant has resolved any issues identified in an audit or on site monitoring visit in a timely manner, whether the applicant has adhered to single audit requirements, and the extent to which the applicant has spent prior grant funds in a timely manner.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the head of the DOJ awarding agency component (i.e., by the head of the OJP, OVW, or COPS Office, as applicable), who may also give consideration to factors including awardees that have completed a strategic plan under a purpose area #2 award, prior funding history, current award balances, underserved populations, population served, geographic diversity, strategic priorities, past programmatic performance, **significant concerns of DOJ components regarding ability of the applicant to administer Federal funds,** and available funding when making awards.

H. How to Apply

Applications are submitted through OJP's Grants Management System (GMS) at https://grants.ojp.usdoj.gov/gmsexternal/. GMS is a web-based, data-driven computer application that provides cradle-to-grave support for the application, award, and management of awards at OJP and OVW. Applicants must register in GMS for each specific funding opportunity and should begin the process **immediately** to meet the GMS registration deadline, especially if this is the first time using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If the applicant experiences technical difficulties at any point during this process, email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday–Friday from 6:00 a.m. to midnight Eastern Time, except federal holidays. DOJ highly recommends that applicants start the registration process as early as possible but no later than February 27, 2018, to prevent delays in submitting an application package by the specified application deadline.

DOJ may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM 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.

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or renewal of 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. Obtain a DUNS number by calling Dun and Bradstreet at 866- 705-5711 or by applying online at www.dnb.com/gov. 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. DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. **Applicants must update or renew their SAM registration annually to maintain an active status.**

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

3. **Acquire a GMS username and password.** A new user must create a GMS profile by selecting the "First Time User" link under the sign-in box of the GMS home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. **Verify the SAM registration in GMS.** DOJ requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the "Submit" button to verify the SAM registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Select "Department of Justice" and "FY 2018 Coordinated Tribal Assistance Solicitation."
6. **Register by selecting the "Apply Online" button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the "Apply Online" button in the "Action" column to register for this solicitation and create an application in the system.
7. **Submit an application consistent with this solicitation by following the directions in GMS.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, an applicant must wait for GMS approval before submitting an application. Applicants are urged to submit the application **at least 72 hours** prior to the due date of the application.

IMPORTANT WARNING! Each tribe or tribal consortium will be allowed only one application submission. An application can be revised in GMS until the application deadline, 9:00 p.m. ET, Tuesday, March 20, 2018. Note that only the final version of an application submitted in GMS will be considered.

If a tribe submits more than one application, only the final application will be considered in the review process.

A tribe may apply as part of a consortium and also submit its own independent application provided that the independent application is for funding for activities that are distinct from those activities for which the tribal consortium has applied.

Note: The Grants Management System (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.

DOJ policy on late submissions

DOJ offers a process for CTAS applicants to provide advance notice to DOJ if receipt of their application will be delayed due to unforeseen GMS technical issues. Applicants must provide notice prior to the close of the solicitation. If applicants do not provide advance notice to DOJ about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, submission may be considered. Extension of deadlines is not guaranteed.

Experiencing unforeseen GMS technical issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, **please immediately contact the GMS helpdesk** (email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3) **to create a record of the issue.** You must also contact the Response Center (800-421-6770) **before the solicitation closes at 9:00 p.m. and submit your entire application to the Response Center via email at** tribalgrants@usdoj.gov **by the 9:00 p.m. deadline.** Your email to the Response Center should include the complete grant application, your DUNS number, and a GMS Help Desk tracking number(s). After DOJ reviews all of the information submitted as well as contacting the GMS Help Desk to validate the technical issues you reported, DOJ will contact you to either approve or deny your emailed application. If the technical issues you reported cannot be validated, your application will be rejected. Any requests to submit applications due to technical issues after the 9:00 p.m. deadline will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are *not* valid reasons to permit emailed applications prior to the 9:00 p.m. deadline: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the DOJ solicitation; (4) failure to register or update information on the SAM web site.

Notifications regarding known technical problems with GMS will be posted on ojp.gov/funding/index.htm.

Extraordinary natural or manmade disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late by sending an email to tribalgrants@usdoj.gov. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. The email message must be sent by the 9:00 p.m. ET deadline or as soon as possible given the specific emergency.

I. Federal Award Administration Information

Federal award notices

For OJP and OVW, CTAS award notification will be sent from GMS. 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 recipient official and the scanning of the fully executed award document to DOJ.

For the COPS Office, CTAS award notification will be sent electronically. To officially accept and begin your CTAS award, your agency must access www.cops.usdoj.gov and select the "Account Access" link in the upper right corner to log in, review, and electronically sign the award document (including award terms and conditions) and, if applicable, the special award conditions or high risk conditions within 90 days of the date shown on the award congratulatory letter.

Compliance with administrative, national policy, and other 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 DOJ regulations or other federal laws that will be incorporated into the award by reference or are otherwise applicable to the award. DOJ strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. Additional information about the following requirements can be found at www.justice.gov/tribal/.

- Civil rights compliance (www.ojp.usdoj.gov/about/ocr/statutes.htm)
- Funding to faith-based organizations
- Confidentiality and human subjects protection (if applicable)
- Research and evaluation independence and integrity (if applicable)
- Anti-Lobbying Act
- Financial and government audit requirements
- National Environmental Policy Act (NEPA) (if applicable)
- Criminal intelligence systems (if applicable)
- Whistleblower protection
- Reporting fraud, waste, or abuse under federal awards
- Restrictions regarding internal confidentiality agreements
- Conflict of interest
- Computer network requirement (blocking pornography)

Procurement contracts under federal awards

- Mandatory disclosure
- Debarment and suspension
- EPIC reporting (if applicable)
- DOJ information technology standards (if applicable)
- Nonsupplanting of state and local funds
- Criminal penalty for false statements
- Suspension or termination of funding
- Nonprofit organizations
- For-profit organizations
- Government Performance and Results Act (GPRA)
- Rights in intellectual property
- Federal Funding Accountability and Transparency Act subaward reporting system
- Training guiding principles for grantees and subgrantees (if applicable)
- Prohibited conduct by recipient and subrecipients related to trafficking in persons
- Reporting of matters related to recipient integrity and performance

Please note in particular the following two documents, which applicants must accept in GMS at the time of application, as each details legal requirements to which applicants must provide specific assurances and certifications of compliance. Applicants may view samples of these documents on https://www.justice.gov/tribal/open-solicitations.

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (https://grants.ojp.usdoj.gov/CTAS/)
- Standard Assurances (https://grants.ojp.usdoj.gov/CTAS/

Upon award approval, DOJ will electronically transmit 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 requirements 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 DOJ solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain projects may call for special requirements, terms, or conditions relating to intellectual property; data or information sharing or access; information security

or audit requirements, expenditures, and milestones; or publications or press releases. DOJ 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 (ojp.gov/funding/Explore/SolicitationRequirements/MandatoryTermsConditions.htm) of the OJP Funding Resource Center (ojp.gov/funding/index.htm).

As stated earlier, DOJ anticipates that it may make some awards from this solicitation in the form of cooperative agreements. 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 DOJ.

In addition to any "federal involvement" condition(s), DOJ cooperative agreement awards include a 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 DOJ policy and guidance on conference approval, planning, and reporting.

General information about post-federal award reporting requirements

Recipients must submit quarterly financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special reporting requirements may be required by DOJ depending on the statutory, legislative, or administrative requirements of the recipient or the program. Awards that exceed $500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the DOJ award or any other grant, cooperative agreement, or procurement contract from the Federal Government. (Applicants may review additional information on this reporting requirement and the text of an OJP award condition posted on the OJP web site at ojp.gov/funding/FAPIIS.htm).

J. Federal awarding agency contact(s)

For specific federal awarding agency contact(s), please contact the Response Center at 800-421-6770 or via email at tribalgrants@usdoj.gov. The Response Center's hours of operation are Monday–Friday from 9:00 a.m. to 5:00 p.m. ET, except U.S. Federal Government holidays (see https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2017).

For GMS support, contact the GMS Support Hotline at 888-549-9901, option 3, or via email at GMSHelpDesk@usdoj.gov. The GMS Support Hotline hours of operation are Monday–Friday from 6:00 a.m. to 12:00 midnight ET, except Federal Government holidays (see https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2017).

K. Application Checklist

Before submitting your application, applicants should address the following:

Eligibility

__ Federally recognized tribe, or

__ Tribal consortium, or

__ Organization that is acting as the authorized designee of a federally recognized tribe (purpose areas #5, 6, 7 only)

In addition to these, some purpose areas have specific eligibility criteria noted on pages i–iv of the solicitation.

Registration

__ Acquire a DUNS number if applicant organization does not already have a DUNS number.

__ Acquire or renew registration with the System for Award Management (SAM) database. **Note:** Applicants must update or renew their SAM registration at least once per year to maintain an active status.

__ Acquire a GMS username and password. New GMS users will need to acquire a GMS username and password and create a GMS profile. Returning GMS users should log into GMS with current username and password and review and update your GMS profile, if necessary.

__ Register with GMS:

__ Log into GMS with your username and password

__ Go to the "Funding Opportunities" link; select "Department of Justice" and "FY 2017 Coordinated Tribal Assistance"

__ Select the "Apply Online" button in the "Action" column

Application submission deadline

__ Applications are due by 9:00 p.m. Eastern Time (ET) on Tuesday, March 20, 2018. You are urged to submit your application at least 72 hours prior to the application deadline.

__ For applicants without Internet access only: Contact the Response Center at 800-421-6770 no later than February 15, 2018, to discuss how to submit an application by alternative means.

IMPORTANT WARNING! Each tribe or tribal consortium will be allowed only one application submission. An application can be revised in GMS until the application deadline, 9:00 p.m. ET, Tuesday, March 20, 2018. Note that only the final version of an application submitted in GMS will be considered.

If a tribe submits more than one application, only the final application will be considered in the review process.

A tribe may apply as part of a consortium and also submit its own independent application, provided that the independent application is for funding for activities that are distinct from those activities for which the tribal consortium has applied.

The application contains

__ Tribal Community and Justice Profile

__ Purpose Area Narrative(s). Include a separate narrative for each purpose area under which the applicant is applying.

__ Project Abstract(s). Include a separate project abstract for each purpose area under which the applicant is applying.

__ Project/Program Timeline

__ One Budget Workbook (Demographic Form (For PA1 Applicants only), Budget Detail Worksheet and Budget Narrative). The workbook should contain a proposed Budget Detail Worksheet and Budget Narrative for each purpose area for which funds are being requested.

Note: For each purpose area for which funds are requested, you must budget for two required DOJ trainings. See purpose area specific information for any additional required training.

__ Application Overview

__ Tribal Authority to Apply documentation/Tribal Resolution

__ Applicant Disclosure of High Risk Status

__ Applicant Disclosure of Pending Applications

__ Disclosure of Lobbying Activities

__ Indirect Cost Rate agreement (if applicable)

__ Financial Management and System of Internal Controls Questionnaire (for any applicant requesting funding under purpose areas 2, 3, 4, 5, 6, 7, 8, or 9)

__ Other attachments as necessary (letters of support, resumes, job descriptions for unfilled positions, Memoranda of Understanding, letter of nonsupplanting (for purpose area #5 applicants), Confidentiality Notice form (for purpose area #5 applicants), documentation of collaboration (for purpose area #5 applicants)

See section F (Listing of Purpose Areas) on page 19 for specific application requirements by purpose area.

Format for timeline

__ See timeline template at https://www.justice.gov/tribal/open-solicitations.

Note that the following supporting documents are available at https://www.justice.gov/tribal/open-solicitations:

- Sample timeline template
- Sample Application Overview
- Table of statutory authority
- Information about the US Department of Justice and the program offices offering funding through this solicitation
- Allowable and unallowable cost lists for COPS Office purpose area #1
- Acronyms and abbreviations
- FAQs