**U.S. Department of Justice** OMB No. 1121-0329
Approval Expires 07/31/2016

The U.S. 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 develop a comprehensive and coordinated approach to public safety and victimization issues and to apply for funding. DOJ's existing Tribal Government-specific programs are included in and available through this single Coordinated Tribal Assistance Solicitation.

# U.S. Department of Justice
# Coordinated Tribal Assistance Solicitation

*Fiscal Year 2015 competitive grant announcement*

# Eligibility

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

Only federally recognized Indian Tribal Governments, 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 for certain activities related to DOJ's Office on Violence Against Women and Office for Victims of Crime programs. (See pages i through iii for a list of additional eligibility criteria and exceptions by purpose area.) To access a current list of federally recognized tribes, see 79 Federal Register 4748 (January 29, 2014) at www.bia.gov/cs/groups/xofa/documents/text/indian_entities_2014-01-29.pdf.

DOJ may elect to make awards for applications submitted under this solicitation for FY 2016, depending on the merit of the applications and the availability of appropriations.

## Eligibility exceptions

### Purpose Area #1 (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 February 24, 2015 (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 (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, 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, applicants who received OVW Tribal Governments Program funding in FY 2013 or FY 2014 are not eligible to apply for new funding or continuation funding with regard to the FY 2013 or FY 2014 awards. Applicants with OVW Tribal Governments Program awards from FY 2012 or earlier generally are eligible to apply for Purpose Area #5 funding in FY 2015; however, eligibility may be limited as follows based on the amount of funding remaining in the applicant's FY 2012 or earlier award:**

- **If the applicant has 70% or more of funds remaining in the award as of February 24, 2015, it is not eligible for FY 2015 funding in this program.**
- **If the applicant has 50–69% of funds remaining in the award as of February 24, 2015, the amount of funding may be reduced from the requested amount.**
- **If the applicant has 49% or less remaining in the award as of February 24, 2015, it is fully eligible.**

**Applicants with open awards from multiple years (including FY 2013 and 2014) may apply for continuation of awards from 2012 or earlier.**

**This eligibility requirement also extends to organizations or associations that are granted the authority to apply on behalf of the tribe. In addition, if a tribe has an award from 2013 or 2014, it generally cannot apply through a designee in 2015.**

### Purpose Areas #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.** Additionally, under this purpose area, CTAS FY 2014 CJA Program awardees are *not eligible* to apply for CTAS FY 2015 Purpose Area #6, CJA program.

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.** Additionally, under this purpose area, FY 2014 CVTA Program awardees are not eligible to apply for FY 2015 Purpose Area #7, CVTA program.

Purpose Area #9 (OJJDP Tribal Youth program – TYP)

Under this purpose area, active TYP awardees (i.e., federally recognized tribes with a TYP grant award end date later than September 30, 2015) are *not eligible* to apply. This includes active TYP grantees who request a no-cost extension beyond September 30, 2015.

# Deadline

All applications must be submitted through the U.S. Department of Justice'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 February 24, 2015.** ***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 3, 2015, in order to resolve difficulties well in advance of the application deadline.***

**Note**: This solicitation will be available in GMS from November 20, 2014 through February 24, 2015.

## Application submission

The deadline for submitting applications in response to this grant announcement is **9:00 p.m. ET on Tuesday, February 24, 2015.** Applications submitted after **9:00 p.m. ET on February 24, 2015**, will *not* be considered for funding.

Refer to "How to Apply" on page 49 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 Tuesday, January 23, 2015, to request instructions on 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, February 24, 2015**. 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 this 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

Contact the GMS Support Hotline at 888-549-9901, option 3, or via e-mail 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 www.opm.gov/Operating_Status_Schedules/fedhol/2014.asp).

## Solicitation requirements programmatic and general assistance

Contact the Response Center at 800-421-6770 or via e-mail 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 www.opm.gov/Operating_Status_Schedules/fedhol/2014.asp).

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

## Solicitation documents

Visit the Tribal Justice and Safety website for all supporting documents pertaining to the Coordinated Tribal Assistance Solicitation (www.justice.gov/tribal/).

## Release date

November 20, 2014

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# Coordinated Tribal Assistance Solicitation

# A. CTAS Description

## Overview

In 2009, based on a series of meetings across the country addressing violent crime in tribal communities, the U.S. Department of Justice (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 ever Coordinated Tribal Assistance Solicitation (CTAS), which combined DOJ's existing Tribal Government-specific competitive solicitations into one and thus required 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 five years, through numerous meetings, tribal written comments, face-to-face tribal consultations, focus groups, and listening sessions, the latest occurring at the U.S. Department of Justice Grant Making Listening Session on October 14, 2014 in Rapid City, South Dakota, the DOJ continues to further refine CTAS. Additionally, DOJ has circulated an assessment tool to tribes each year to gather feedback about their experiences applying for CTAS.

The DOJ incorporated feedback from the tribal meetings and consultations and the assessment tool and made the following **changes to this FY 2015 CTAS:**

- The question-and-answer templates have been further coordinated and refined across purpose areas to ensure more uniformity and cohesiveness and to reduce duplication.
- The strategic planning program has been updated to include all five participating DOJ offices and provides that Purpose Area #2 grantees who submit an approved strategic plan will receive funding to implement the strategic plan in whole or part.
- The Office on Violence Against Women (OVW) Tribal Sexual Assault Services program will continue to be administered separately from CTAS.[1]
- Due to limited funding, DOJ will not be making awards under Purpose Area #4 for new construction projects for justice system facilities in FY 2015. Awards will be focused on renovation.

[1] OVW consulted with tribes on the best way to manage the Tribal Sexual Assault Services Program funding and has decided to issue a separate solicitation for this program. This will allow tribes, tribal organizations, and tribal nonprofit organizations to apply directly for funding. For more information, see the solicitation when it is posted at www.justice.gov/ovw. If you are interested in applying through CTAS for sexual assault services for **adults or adolescents**, we encourage you to consider applying for Purpose Area (PA) #5, the OVW Violence Against Women Tribal Governments program or PA #7, the OVC Comprehensive Tribal Victim Assistance program. If you are interested in applying for sexual assault services for **children**, we encourage you to consider applying for PA #6, the OVC Children's Justice Act Partnerships for Indian Communities or PA #7, the OVC Comprehensive Tribal Victim Assistance program.

- Applicable purpose areas have been updated to allow activities related to tribal jurisdiction over non-Indian perpetrators of domestic violence on tribal lands as authorized through the Violence Against Women Reauthorization Act of 2013.
- Due to the elimination of funding from the Juvenile Accountability Block Grant program, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has changed the focus of the current Purpose Area #8 (Tribal Juvenile Accountability Discretionary Grant program) from accountability-based programs for youth to tribal healing to wellness courts for juveniles.
- Thoroughly review the late submission process as it has been updated for FY 2015.
- For FY 2015, the solicitation will return to a 9:00 p.m. ET close.
- For FY 2015, the solicitation opened a month earlier than previous years.

In FY 2014, 231 tribes (individually or as part of consortia) submitted applications, resulting in the DOJ funding 116 tribes with 191 grant awards. The awards covered nine purpose areas, totaling over $87 million.

As in the previous four fiscal years, this FY 2015 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 domestic violence, sexual assault, and other forms of violence.

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 grants 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 2015, 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 web sites 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 below. 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, 42 U.S.C. 3796dd et seq., 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 | Consolidated Appropriations Act, 2014, Division B, Title II, Public Law 113-76, 128 Stat. 5, 63 pursuant to Continuing Appropriations Resolution, 2015, Public Law 113-164 |
| 3. Justice systems and alcohol and substance abuse (BJA Tribal Courts Assistance program and Indian Alcohol and Substance Abuse Prevention program) | Consolidated Appropriations Act, 2014, Division B, Title II, Public Law 113-76, 128 Stat. 5, 63 pursuant to Continuing Appropriations Resolution, 2015, Public Law 113-164 |
| 4. Corrections and correctional alternatives (BJA Tribal Justice Systems Infrastructure program) | Consolidated Appropriations Act, 2014, Division B, Title II, Public Law 113-76, 128 Stat. 5, 63 pursuant to Continuing Appropriations Resolution, 2015, Public Law 113-164 |
| 5. Violence Against Women Tribal Governments program (OVW) | Omnibus Crime Control and Safe Streets Act of 1968, Title I, Part T, Section 2015, Public Law 90-351, as amended, 42 U.S.C. 3796gg-10 |
| 6. Children's Justice Act Partnerships for Indian Communities (OVC) | 42 U.S.C. § 10601(g) |
| 7. Comprehensive Tribal Victim Assistance program (OVC) | 42 U.S.C. § 10603(c)(1)(B) |
| 8. Juvenile healing to wellness courts (OJJDP Enforcing Underage Drinking Laws) | 42 USC 3797u, et seq.; Consolidated Appropriations Act, 2014, Division B, Title II, Public Law 113-76, 128 Stat. 5, 64 pursuant to Continuing Appropriations Resolution, 2015, Public Law 113-164 |
| 9. Tribal Youth Program (OJJDP) | Consolidated Appropriations Act, 2014, Division B, Title II, Public Law 113-76, 128 Stat. 5, 64 pursuant to Continuing Appropriations Resolution, 2015, Public Law 113-164 |

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/, and 800-869-4499.

# B. Frequently Asked Questions (FAQs)

For further information on this solicitation's requirements and supporting documents, see the FAQs at www.justice.gov/tribal/. 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

The U.S. Department of Justice 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. Below is a snapshot of the purpose areas. See detailed information for each purpose area in part F, "Purpose Areas—Specific Information," on page 17.

1. Public safety and community policing (COPS Office)
2. Comprehensive Tribal Justice Systems Strategic Planning (BJA)
3. Justice systems and alcohol and substance abuse (BJA)
4. Corrections and correctional alternatives (BJA)
5. Violence Against Women Tribal Governments program (OVW)
6. Children's Justice Act Partnerships for Indian Communities (OVC)
7. Comprehensive Tribal Victim Assistance program (OVC)
8. Juvenile 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 the 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.

It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline. In order to be considered for funding, applicants should ensure that their application

1. is submitted by the deadline;
2. meets the eligibility criteria;
3. includes the following:

**I. Tribal Community and Justice Profile (30%)****

a. Executive summary
b. Tribal Narrative Profile

**II. Purpose Area Narrative for each purpose area for which the applicant is applying (50%)****

**III. 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%)**

**IV. Budget Detail Worksheet and Narrative including Demographic Form (15%)****

**V. Tribal Authority to Apply documentation**

**VI. Applicant Disclosure of High Risk Status**

**VII. Applicant Disclosure of Pending Applications**

**VIII. Disclosure of Lobbying Activities**

**IX. Indirect Cost Rate Agreement (if applicable)**

**X. Accounting System and Financial Capability questionnaire (if applicable) (for tribal designees only)**

**XI. Other attachments (as needed)**

a. Letters of support (optional)
b. Resumes of key personnel
c. Job descriptions for unfilled positions
d. Memoranda of Understanding
e. Letter of Non-supplanting (for Purpose Area #5 applicants)
f. Confidentiality Notice form (for Purpose Area #5 applicants)
g. Documentation of collaboration (for Purpose Area #5 applicants)

****Items noted by ** (double asterisks) MUST be included in the application submission in order to meet the basic minimum requirements (BMR) to advance to peer review and consideration for**

**funding. Applications that do not include the attachments noted by ** at the time of application will not be peer reviewed and will not be eligible to receive funding.**

If an application fails to comply with the length-related guidance stated below for the Tribal Community & 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 are clearly named so as to indicate the applicant tribe(s) 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).

The application should include the following:

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

The Tribal Community and Justice Profile consists of two parts:

- Executive summary
- Tribal Narrative Profile

a. Executive summary (5%)

In 1–2 pages, the Executive Summary 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 executive summary template at https://grants.ojp.usdoj.gov/CTAS/docs/Executive Summary.docx.

b. Tribal Narrative Profile (25%)

The Tribal Narrative 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 Narrative 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 Narrative Profile template at https://grants.ojp.usdoj.gov/CTAS/docs/Tribal Narrative Profile Template.docx.

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
- The presence of a completed executive summary template

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

## II. 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:

a. Problem identification and problem solving strategy
b. Project or program design and implementation
c. Capabilities and competencies
d. 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.

The file should be saved with a title that reflects what each file contains as well as the applicant tribes(s). 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.

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

Applicants should submit a timeline or milestone chart encompassing the entire federal project period 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 www.justice.gov/tribal/. Applicants can either submit 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

- The extent to which all activities can be reasonably completed within the grant period and with the resources allocated

## IV. Budget Detail Worksheet, Budget Narrative, and Demographic Form** (15% of application score)

The 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. A sample of the workbook, with instructions, a blank Budget Detail Worksheet, a blank Budget Narrative, and a sample completed budget worksheet can be found at www.justice.gov/tribal/. The fillable versions of these documents can be downloaded from the GMS system.

Only *one* workbook is required to be completed per application. The Demographic Form collects important demographic information that pertains to all purpose areas. 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 eligible 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 17) as well as "Type, amount, and length of awards" (page 39) for estimated award amounts for specific purpose areas.

**Budget Detail Workbook:**

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

**Demographic Form:**

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 should complete the form in its entirety. If the applicant is unable to answer all or part of the form, they 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: For each purpose area**, the budget should include the estimated cost for travel and accommodations for two staff to attend two three-day meetings, one in Washington, DC and one in the applicant's region.

**Note: The Budget Detail Worksheet for Purpose Area #1, which is administered by the COPS Office, has been redesigned.**

Personnel: Sworn Officer Positions

The Purpose Area #1 budget worksheet will assist your law enforcement agency (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. Do not include employee 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 www.justice.gov/tribal/.

**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 non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the Budget Narrative should address the considerations outlined in the OJP Financial Guide at ojp.gov/financialguide/index.htm. For COPS Office applicants, if awarded, grantees should seek approval from the COPS Office for non-competitive procurements exceeding $150,000.

If you are applying as a consortium, aggregate the data for all the tribes represented in your 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 implementation plan
- The extent to which the Demographic Form is complete or an explanation is provided for missing information[2]
- The need for funding as demonstrated through the completed Demographic Form

Applicants are *strongly encouraged* to use the provided workbook with the Demographic Form, Detail Worksheet, and Budget Narrative. 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 Demographics Form at https://grants.ojp.usdoj.gov/CTAS/.

## V. Tribal Authority to Apply for Grants under CTAS

For FY 2015 CTAS, applicants will be asked to submit documentation reflective of their legal authority to apply for grants under CTAS on behalf of their tribes. Recognizing that tribes have different forms of tribal governance, 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's February 24, 2015, due date.** See samples of various forms of documentation at www.justice.gov/tribal/.

[2] The COPS Office scores the information provided in section II, UCR Crime Data and Staffing Needs, separately as part of the overall demographic form score. All other offices will score the form according to how complete the form is and, if it is not complete, the existence of an explanation that the information is not available.

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's February 24, 2015, due date.**

If the applicant is a **tribal designee** under Purpose Area #5 OVW Violence Against Women 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, 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's February 24, 2015, 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 2015 CTAS, provided that this independent application is submitted for funding for activities that are distinct from those activities for which the tribal consortium has applied.**

See Frequently Asked Questions at www.justice.gov/tribal/ctas2014/general-faq.pdf for tribal legal documentation requirements relating to political sub-units making requests to submit applications separately from federally recognized Indian Tribal Governments.

## VI. Applicant Disclosure of High Risk Status

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

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

DOJ seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high-risk information does not disqualify any organization from receiving a DOJ award. However, additional grant oversight may be included, if necessary, in award documentation.

## VII. Applicant Disclosure of Pending Applications

Applicants are required to disclose whether they have pending applications for federally funded grants or sub-grants (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 sub-award 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 2015 CTAS application, applicants who have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

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

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

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

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants who 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 sub-grants (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.").

## VIII. Disclosure of Lobbying Activities

All applicants must disclose the existence or non-existence of lobbying activities by completing and submitting Form SF-LL with the FY 2015 CTAS application. Access to funds may be withheld if this form is not submitted. Applicants who expend any funds for lobbying activities are to provide the detailed information requested on the form, Disclosure of Lobbying Activities (SF-LLL). Applicants who 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.

## IX. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of cognizant federal agency, see the Glossary of Terms in the OJP Financial Guide at ojp.gov/financialguide/index.htm. For assistance with identifying your cognizant federal agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

## X. Accounting System and Financial Capability questionnaire (if applicable)

*Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP or OVW within the past three years is to download, complete, and submit this form.*

## XI. Other attachments

Other attachments, as necessary, may include:

a. Letters of support (optional)
b. Resumes of key personnel
c. Job descriptions for requested positions
d. Memoranda of Understanding with any proposed partners
e. Letter of Non-supplanting (for Purpose Area #5 applicants)
f. Confidentiality Notice form (For Purpose Area #5 applicants)
g. Documentation of collaboration (for Purpose Area #5 applicants)

****Items noted by ** (double asterisks) MUST be included in the application submission in order to meet the basic minimum requirements (BMR) to advance to peer review and consideration for**

**funding. Applications that do not include the attachments noted by ** at the time of application will not be peer reviewed and will not be eligible to receive funding.**

# E. Using Templates and Formatting Your Application

## Templates

The templates are provided to assist applicants in writing 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 they are 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 font size of 12 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.**

## I. Listing of purpose areas:[3]

### 1. Public safety and community policing (COPS 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 and engage in anti-methamphetamine activities
- To implement or enhance community policing strategies
- To engage in strategic planning for law enforcement

*Applicants may apply for funding to include, but not limited to*

**Strategic planning:** Strategic planning activities related to community policing.

**Hiring sworn/civilian:** Approved entry-level salaries and fringe benefits of newly hired or rehired[4] full-time sworn career law enforcement officers including Village Public Safety Officers; salaries and fringe benefits for methamphetamine coordinator; background investigations for newly hired officer positions. Positions may be requested specifically to address methamphetamine issues within the tribe.

**Equipment:** Law enforcement equipment, uniforms, bulletproof vests, basic-issue equipment, and police vehicles, such as police cars, SUVs, ATVs, boats, etc. (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 who do not already have an information-gathering system compatible with the 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, but not limited to, 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., Uniform Crime Reports) training, to include anti-methamphetamine training.

[3] See www.usdoj.gov/tribal for a table of statutory authorities applicable to each Purpose Area.
[4] Officers who have been laid off as a result of tribal or local budget reductions.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities, including costs associated with DOJ-required training and anti-methamphetamine training.

### *Specific requirements*

☐ **Eligibility:** Applicants must have an established law enforcement agency that is operational as of February 24, 2015, 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, OJJDP, OVW,

### *Goals and objectives*

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

### *Applicants may apply for funding to include, but not limited to*

**Strategic planning:** Developing a strategic plan, which should identify the priority needs facing the applicant's justice system and outline a detailed, strength-based strategy which could include law enforcement; courts; community corrections; alternatives to incarceration; tribal jails programming; crime victims' rights and services, including services to promote safety for victims of 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 offender re-entry. 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 towards 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.

**Personnel:** A part-time project manager to facilitate the planning process and coordinate daily activities is strongly recommended.

**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 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, and developing strategies to strengthen the applicant's justice system and promote community wellness and safety, and the completion of the final written strategic plan to be submitted to DOJ. Contractual or consulting costs for outside training and technical assistance providers will *not* be an allowable expense.

**Equipment:** General office equipment such as computers, fax machines, printers, scanners, etc.

**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 2–3 people to one PA #2-specific training event in addition to the CTAS orientation. Use Washington, DC, 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 has been updated to include all five participating DOJ offices and provides that Purpose Area #2 grantees who submit an approved strategic plan will receive funding to implement the strategic plan in whole or part.

## 3. Justice systems and alcohol and substance abuse (BJA—Tribal Courts Assistance program and Indian Alcohol and Substance Abuse Prevention program), CFDA #16.608

### *Goals and objectives*

- To develop, enhance, and continue tribal justice systems, including law enforcement, pretrial services, risk and needs assessment development and implementation, diversion programming, tribal court services, detention programming, community corrections, re-entry planning and programming, justice system infrastructure enhancement, justice system information sharing, etc.
- To respond to and prevent alcohol- and substance abuse-related crimes, including alcohol and substance abuse prevention, healing to wellness courts, intervention, or treatment
- To develop, implement, and enhance substance abuse prevention and treatment programs, including those that prevent and address the needs of drug-endangered children
- To implement enhanced authorities and provisions under the Tribal Law and Order Act and the Violence Against Women Reauthorization Act of 2013
- To engage in comprehensive strategic planning to improve tribal justice and community safety as it relates to tribal courts and alcohol and substance abuse

*Applicants may apply for funding to include, but not limited to*

Projects under this purpose area can focus on the tribal justice system, alcohol and substance abuse, or both.

**Tribal courts:** Planning new or enhancing existing tribal courts; staffing of attorneys, advocates, probation and pretrial service officers, tribal court judges and other court staff, clerical support staff, etc.; indigent defense/criminal legal defense services; activities relating to the implementation of enhanced sentencing authority provisions of the Tribal Law and Order Act 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, 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 from incarceration, including community supervision, mental health and drug abuse treatment, job training and placement, housing assistance, education, and family and community supports. Electronic alcohol/offender monitoring.

**Prevention:** Protecting communities from alcohol and drug use and production; culturally relevant and appropriate evidence-based substance abuse prevention programs (see www.nrepp.samhsa.gov/).

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

**Tribal jails programming:** Developing, implementing, and enhancing programming for tribal members incarcerated in tribal jails 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 risk for recidivism.

**Reentry:** Developing, implementing, and enhancing culturally appropriate re-entry programs. Provision of treatment, aftercare, and other re-entry supportive services to offenders reentering 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).

**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/offender monitoring devices and related equipment, etc.

**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 non-tribal 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 to comprehensively address 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/enhancement of the program, such as culturally appropriate training, technical assistance, treatment, information technology, etc.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities, including costs associated with DOJ-required training. This should include travel for two people to one PA-specific training event in addition to the CTAS orientation. Please use Washington, DC, 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. Corrections and correctional alternatives (BJA—Tribal Justice Systems Infrastructure program), CFDA #16.596

### *Goals and objectives*

- To renovate or expand 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 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 develop and implement correctional alternatives.

**Important note:** Applicants seeking to use grant funds for renovation, expansion, or construction completion of existing secured correctional/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.

*Applicants may apply for funding to include, but not limited to*

**Renovation or expansion:** Renovation or expansion of a new or existing facility to provide new or continued services such as a correctional/detention facility including adult and juvenile incarcerated populations, multipurpose justice centers (including police departments, courts, and 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 facilities; renovation of a new or existing facility to provide transitional living facilities (halfway houses).

**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.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities and DOJ-required training.

**Note**: Funding under this purpose area cannot be commingled with American Recovery and Reinvestment Act (ARRA) funds. If applicants are proposing to use Purpose Area #4 funding to supplement ARRA funded efforts, there should be a clear description of how the applicant will ensure separation of the funding that will be used to augment ARRA projects.

*Specific requirements*

☐ **Purpose Area #4 Narrative:** If applicants are requesting Bureau of Indian Affairs (BIA) assistance to meet facility operations and maintenance needs, applicants should describe the existing request to BIA for staffing, operations, and maintenance of the proposed facility renovation. If applicants are seeking to renovate, applicants should describe the development of a renovation plan that explores correctional building options to ensure a cost-effective design and provide letters of support from BIA regarding the staffing, maintenance, and operation of the facilities being planned, or renovated. A tribe may submit, by authorizing resolution or other equivalent form of legal enactment, a commitment to fund future staffing, maintenance, and operation of the facilities renovated in lieu of BIA funding support letters, if the tribe chooses to be responsible for this ongoing cost.

☐ **Applicants who demonstrate that they have completed** a formal or structured justice system planning process, such as the Bureau of Justice Assistance 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 Purpose Area #4.

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/docs/Purpose Area 4 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.

## 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 violent crimes against Indian women and increase safety for Native women. The plans to reduce the violence and keep women safe can be based on tribal law and customs. This may include drafting or revising tribal codes related to domestic violence, dating violence, sexual assault, sex trafficking, or stalking, as well as negotiating cross-jurisdictional agreements related to the investigation and prosecution of such crimes, the supervision of domestic violence offenders who have been sentenced to a period of probation, or registered sex offenders.
- To increase the ability of the Tribal Government to respond to domestic violence, dating violence, sexual assault, sex trafficking, and stalking committed against Indian women. This may include dedicated victim advocates, law enforcement investigators, or prosecutors who will work exclusively on issues related to the sexual assault of American Indian women and adolescent girls. It may also include providing training to Indian country professionals who are responsible for investigating and prosecuting sexual assault crimes, including training on conducting sexual assault forensic exams for healthcare professionals.
- To strengthen the tribal criminal justice system's ability to get involved with stopping violence against Indian women. This may include hiring dedicated law enforcement officers, prosecutors, judges, and other court staff, as well as probation officers who will work exclusively on investigating and prosecuting acts of domestic violence, dating violence, sexual assault, and stalking. It may also include providing training to tribal law enforcement officers, prosecutors, judges, probation officers, other court staff, and the staff at tribal jails to enhance their ability to respond to crimes of violence against women in Indian country.
- To improve services that are available to help victims of domestic violence, dating violence, sexual assault, sex trafficking, and stalking. This may include crisis hotlines; supportive services; referrals to other social service providers; support groups or talking circles; sweat lodges; and hiring qualified staff to provide direct services to victims, such as court accompaniment, advocacy, counseling, transitional housing assistance, etc.
- 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 programs, and that also increase the community's awareness about the needs of children who have witnessed domestic violence. This may include outreach at community events, public awareness campaigns (e.g., Public Service Announcements (PSAs), or billboards), as well as literature that educates the community about violence against women (e.g., flyers, brochures, advertisements in local newspapers, newsletters, or other publications).

- To provide supervised visitation and safe exchange programs (e.g., visitation centers) that allow children to visit with their non-custodial parent in cases where one parent has committed an act of domestic violence, sexual assault, or stalking against the other. In cases where the court has ordered that the non-custodial parent have supervised visitation with the child, the program should create a place where that parent can have a supervised visit with the child. If the court has not ordered supervised visitation, then the program should offer a safe, neutral place for the non-custodial parent of the child to pick the child up and return the child for unsupervised visitation. A supervised visitation and safe exchange program must have appropriate security measures, policies, and procedures so that victims and their children are safe.
- To provide transitional housing assistance for victims of domestic violence, dating violence, sexual assault, sex trafficking, 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.
- To provide legal advice and representation to victims of domestic violence, dating violence, sexual assault, sex trafficking, or stalking who need assistance with legal issues that are caused by the abuse that they have suffered. This may include providing legal representation or advice in family law cases (e.g., divorce, custody, child support, visitation, spousal support), as well as 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 youth who are victims of domestic violence, dating violence, sexual assault, sex trafficking, or stalking and the needs of children and youth exposed to domestic violence, dating violence, sexual assault, or stalking, including support for the nonabusing parent or caretaker of the youth or child. Please note, these goals and objectives are limited to no more than 30% of the Purpose Area #5 budget.
- To develop and promote legislation and policies that enhance best practices for responding to violent crimes against Indian women, including the crimes of domestic violence, dating violence, sexual assault, sex trafficking, and stalking.

### *Applicants may apply for funding to include, but not limited to*

**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; domestic violence or sexual assault response team coordinators; staff for a domestic violence shelter, safe home, or transitional housing facility; civil legal assistance attorneys; batterers' intervention program staff; staff for a supervised visitation and safe exchange center; paralegals; clerical support staff; counselors; volunteer coordinators; manager positions to oversee staff; and any other position that provides or oversees staff providing direct assistance to victims of domestic violence, sexual assault, or 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:** Providing services to victims of domestic violence, dating violence, sexual assault, sex trafficking, or stalking, including rape 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 domestic violence, sexual assault, and stalking victims; transitional housing assistance for victims of domestic violence, dating violence, sexual assault, or stalking; legal advice or representation to victims of domestic violence, dating violence, sexual assault, or stalking who need assistance with legal issues that result from abuse; providing supervised visitation and safe exchange programs to allow children to visit with their non-custodial 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 of domestic violence, dating violence, sexual assault, sex trafficking, or stalking, and services for youth and children exposed to these crimes, including support for the nonabusing parent. Note: services for youth and services for children exposed to violence are limited to no more than 30% of the Purpose Area #5 budget.

**Criminal justice interventions:** Strengthening the tribal criminal justice system's response to domestic violence, dating violence, sexual assault, sex trafficking, and stalking committed against Indian women by establishing dedicated court dockets; building coordinated community responses including sexual assault response teams; revising tribal codes, 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: OVW funds cannot be used to fund criminal defense related activities.

**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; 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, fact sheets; curriculum development, training, community teaching, training, 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, sexual assault, sex trafficking, stalking, and teen dating violence.

**Equipment and supplies:** List non-expendable items that are to be purchased. (Note: 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 benefits 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. Equipment such as digital cameras; video cameras; general office equipment including computers, printers, fax machines, 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; 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.

**Programing for underserved populations:** Applicants are encouraged to increase access to programming for specific underserved populations based on disability, sexual orientation, gender identity and age.

### *Specific requirements*

☐ **Confidentiality:** In accordance with 42 U.S.C. 13925(b)(2), applicants receiving OVW funding, and their sub-grantees, 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 sub-grantees 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 www.ovw.usdoj.gov/docs/conf-acknowledgement.pdf and must be signed by the authorized representative and uploaded with the application on GMS.

☐ **Eligibility: (1) 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 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, applicants that received OVW Tribal Governments Program funding in FY 2013 or FY 2014 are not eligible to apply for new funding or continuation funding with regard to the FY 2013 or FY 2014 awards. This eligibility requirement also extends to organizations or associations that are granted the authority to apply on behalf of the tribe. In addition, if a tribe has an award from 2013 or 2014, it generally cannot apply through a designee in 2015.**

**Applicants with OVW Tribal Governments Program awards from FY 2012 or earlier generally are eligible to apply for Purpose Area #5 funding in FY 2015; however, eligibility may be limited as follows based on the amount of funding remaining in the applicant's FY 2012 or earlier award:**

- **If the applicant has 70% or more of funds remaining in the award as of February 24, 2015, it is not eligible for FY 2015 funding in this program.**
- **If the applicant has 50–69% of funds remaining in the award as of February 24, 2015, the amount of funding may be reduced from the requested amount.**
- **If the applicant has 49% or less remaining in the award as of February 24, 2015, it is fully eligible.**

If an applicant has multiple open awards, including awards from 2012 or earlier and awards from 2013 or 2014, the applicant is eligible to continue the award from 2012 or earlier. Continuation activities must be limited to continuing or enhancing the prior award. For example, if a tribe has a 2012 award for civil legal assistance, it cannot apply for a new batterers' intervention program because it is too far outside the scope of the prior 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: (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 which 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.

☐ **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 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[5]

- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services
- Ordering victims and offenders to attend mandatory couples counseling or mediation, operating anger management classes instead of batterer intervention programs, and limiting the number of times a victim can access services

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 entirely.

☐ **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 9 of this solicitation. Applicants from Alaska must budget $25,000.

☐ **Legal assistance certification requirement:** Any grantee or sub-grantee providing legal assistance with funds awarded under this program shall certify in writing that

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 sub-paragraph (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 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 physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

[5] 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 52.

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 non-supplanting:** 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 a grant 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.ovw.usdoj.gov/grantees.html.

To build your Purpose Area #5 Narrative, use the provided template located in GMS. Find the Purpose Area #5 Narrative Template at https://grants.ojp.usdoj.gov/CTAS/docs/Purpose Area 5 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.

## 6. Victims of crime (OVC—Children's Justice Act Partnerships for Indian Communities), CFDA #16.582

### *Goal and objectives*

To develop, establish, and operate programs that: 1) provide comprehensive and coordinated multidisciplinary responses to child abuse victims and their families, and 2) provide trauma-informed, culturally competent holistic services to child abuse victims and their families.

Objectives:

1. To improve the investigation, prosecution, and overall handling of cases of child abuse, child sexual abuse, and severe physical abuse.
2. To identify the critical needs of children who are victims of child abuse, child sexual abuse, and severe physical abuse and provide culturally competent comprehensive victim assistance services.
3. To establish multidisciplinary teams and provide training in order to reinforce protocols for reporting, investigating, and prosecuting child abuse and neglect.
4. To work collaboratively with a technical assistance provider and other grantees to establish effective data collection mechanisms to measure the effectiveness of these programs and share promising practices in ways that will provide other tribal communities with the tools to implement these practices in their own communities.
5. To develop a strategic plan and logic model to set priorities, allocate resources, and determine the best direction for the program's future.

### *Applicants may apply for funding to include, but not limited to*

**Staffing:** Funding may support personnel who provide and oversee direct services to improve the investigation, prosecution, and overall handling of child abuse, child sexual abuse, or severe physical

abuse cases. Direct services may include, but are not limited to, prosecutors, law enforcement, child protection services personnel, and other allied professionals. All personnel must be clearly linked to victim assistance program activities.

**Coordination/Outreach/Awareness:** Funding can be used to support meetings, community forums, development and distribution of protocols and manuals, policies, tribal codes, PSAs, posters, brochures, fact sheets, etc.

**Needs assessment/Strategic plan/Logic model:** Funding can be used for activities associated with conducting a needs assessment and developing a strategic plan and logic model, to include paying for contract services to help accomplish this required task. OVC will support a training and technical assistance (TTA) provider who will provide TTA and resources on the needs assessment, strategic plan and logic model at no cost to the grantee.

**Comprehensive victim assistance:** In addition to supporting personnel who provide and oversee direct services to improve the investigation and prosecution of child abuse, funding must be used to provide comprehensive victim assistance services including, but not limited to, the following: case management—assessment of clients' needs, development of individualized service plans, safety planning, assistance with crime victim compensation claims, information referral, documentation of services provided and routine follow-up to ensure that the victim's needs are being addressed; basic services—shelter/housing and sustenance, medical care, substance abuse treatment, dental care, mental health treatment, emergency mental health assessments, individual and group counseling, and interpreter/translator services; victim advocacy and information about crime victims' rights and services; education/GED assistance and employment services; transportation assistance; life skills training—managing personal finances, self-care, parenting classes; emergency response—hotline services, call forwarding systems, rotating on-call cell phones; cultural and traditional practices—talking circles, healing ceremonies, gatherings for victims, survivors, family and community members, etc. Prevention or education efforts are unallowable.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities, including costs associated with DOJ-required training or meetings.

**Equipment and supplies:** New or enhancement of existing equipment and technology exclusively related to the enhancement or implementation of the victim assistance program. Cost may include computers, fax machines, printers, scanners, office furniture, equipment necessary to establish information sharing database, leasing vehicles for use by program staff, small appliances and cleaning supplies for shelter, supplies necessary to create brochures, posters, fliers, resource manuals materials for traditional arts and crafts, etc.

**Training:** Funding can be used to support training specific to victim assistance, such as training and technical assistance conferences, seminars, classes and program staff professional development.

### *Specific requirements*

☐ **Eligibility: (1) Exception 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.** Additionally, under this purpose area, CTAS FY 14 CJA Program awardees are *not eligible* to apply for CTAS FY 15 Purpose Area #6, CJA Program.

☐ **Budget:** This purpose area is designed to improve the investigation, prosecution, and handling of child abuse cases, especially cases of child sexual abuse, in a manner that increases support for and lessens trauma to child abuse victims. Funding may be used for training, equipment, needs assessment, outreach, etc., to develop or enhance victim assistance programs. The applicant should ensure that at least 50% of the funding supports comprehensive victim assistance needs. Additionally, funds cannot be used to support prevention.

☐ **Travel budget requirement:** Applicants must budget $20,000 in travel over the course of the project, which includes the two required DOJ-sponsored trainings identified in the "Budget Detail Worksheet and Narrative" section on page 9 of this solicitation.

To build your Purpose Area #6 Narrative, use the provided template located in GMS. Find the Purpose Area #6 Narrative Template at https://grants.ojp.usdoj.gov/CTAS/docs/Purpose Area 6 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.

## 7. Victims of crime (OVC—Comprehensive Tribal Victim Assistance program), CFDA #16.582

### *Goal and objectives*

To develop or 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 victims of crime, their families, and the community.

Objectives:

1. To work collaboratively with community and key stakeholders (tribal, local, state, federal) to achieve a victim-centered response.

2. To identify critical needs of crime victims and gaps in the existing community response.
3. To develop a strategic plan and logic model to set priorities, allocate resources, and determine the best direction for the program's future.
4. To implement the enhanced program as enumerated in the strategic plan and logic model.
5. To establish data collection procedures to measure the implementation and impact of the program.
6. To document promising practices so they may be shared and potentially replicated in other communities nationwide.
7. To work collaboratively with a technical assistance provider and other grantees throughout the life of the project.

### *Applicants may apply for funding to include, but not limited to*

**Staffing:** Funding supports personnel who provide and oversee staff providing direct victim assistance to victims of crime, such as advocates, case managers, response team coordinators, counselors, volunteers, individuals contracted to provide direct services to victims such as short-term individual counseling or support groups. All personnel must be clearly linked to victim assistance program activities. Funding cannot support prosecutors or investigators.

**Coordination/Outreach/Awareness:** Funding can be used to support meetings, community forums, development and distribution of protocols, policies, tribal codes, PSAs, posters, brochures, fact sheets, etc.

**Needs assessment/Strategic plan/Logic model:** Funding can be used for activities associated with conducting a needs assessment and developing a strategic plan and logic model, to include paying for contract services to help accomplish this required task. However, OVC will support a training and technical assistance (TTA) provider who will provide TTA and resources on the needs assessment, strategic plan and logic model at no cost to the grantee.

**Comprehensive victim assistance:** Funding must be used to provide comprehensive victim assistance. Examples of allowable costs include: case management—assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, safety planning, assistance with crime victim compensation claims, information and referral, documentation of services provided, and routine follow up to ensure that the victim's needs are being addressed; basic services—shelter/housing and sustenance, medical care, substance abuse treatment, dental care, mental health treatment, emergency mental health assessments, individual and group counseling, and interpreter/translator services; victim advocacy and information about crime victims' rights and services; education/GED assistance and employment services; transportation assistance; life skills training—managing personal finances, self-care, parenting classes; emergency response—hotline services, call forwarding systems, rotating on-call cell phones; cultural and traditional practices—talking circles, healing ceremonies, gatherings for victims, survivors, family and community members. Funding cannot support investigation and prosecution services.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to grant activities, including costs associated with DOJ-required training or meetings.

**Equipment and supplies:** New or enhancement of existing equipment/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 information-sharing database, leasing vehicles for use by program staff, small appliances and cleaning supplies for shelter, supplies necessary to create brochures, posters, fliers, resource manuals, materials for traditional arts and crafts, etc.

**Training:** Funding can be used to support training specific to victim assistance, training and technical assistance conferences, seminars, classes, and program staff professional development, etc.

### *Specific requirements*

☐ **Eligibility: (1) Exception 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.** Additionally, under this purpose area, FY 2014 awardees are not eligible to apply for FY 2015.

☐ **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, needs assessment, 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. Additionally, funds cannot be used to support investigation and prosecution activities. If the applicant would like to complement the crime victim program by hiring an investigator or prosecutor, we encourage the applicant to apply for funding under Purpose Areas #5 and/or #6.

☐ **Travel budget requirement:** Applicants must budget $20,000 in travel over the course of the project, which includes the two required DOJ-sponsored trainings identified in the "Budget Detail Worksheet and Narrative" section on page 9 of this solicitation.

To build your Purpose Area #7 Narrative, use the provided template located in GMS. Find the Purpose Area #7 Narrative 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.

## 8. Juvenile healing to wellness courts (OJJDP—Enforcing Underage Drinking Laws – EUDL; and Drug Courts), CFDA # 16.727 and #16.585

### *Goals and objectives*

The overall goal of this program is to enhance the capacity of tribal courts to respond to the alcohol-related issues of youth under the age of 21. This can include the development of a new juvenile healing to wellness court or enhancements to an existing tribal healing to wellness court.

Objectives:

1. Inventory policies, procedures, assessment tools, and services that currently address youth under age 21 who possess or consume alcohol and suffer from alcohol-related issues.
2. Determine gaps in policies, procedures, assessment tools, and services that new or improved activities would enhance in working with youth under age 21 who possess or consume alcohol and suffer from alcohol-related issues. Gaps to be addressed may include

    - culturally appropriate provisions for right to counsel for persons under age 21 who have alcohol-related issues
    - judicial policies that work appropriately in tribal justice systems to allow for delinquent charges/records to be expunged after completion of court-ordered action/programming.

3. Identify what relevant data is being collected regarding tribal underage alcohol possession and consumption and its related issues.
4. Develop or enhance policies, procedures, assessment tools, and services that address youth under age 21 who possess or consume alcohol and suffer from alcohol-related issues. The tribal healing to wellness court 10 key components are the basic operational characteristics that all healing to wellness courts should share as benchmarks for performance. They are also used by the OJJDP in consideration of drug court grant awards. Applicants can direct funding to support enhancements to their existing tribal healing to wellness court in one or more of the 10 key components, as follows:

    - *Key Component #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.
    - *Key Component #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.
    - *Key Component #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. Grant funds may not be used to serve violent offenders. For purposes of this grant program, the term violent offender means a juvenile 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 involved a substantial risk that physical force against the person or property of another may have been used in the course of committing the offense. (See 42 USC 3797u-1.)

- *Key Component #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.
- *Key Component #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, as required by 42 USC 3797u, while participants and their families benefit from effective team-based case management.
- *Key Component #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 42 USC 3797u(c)(2).)
- *Key Component #7*: Judicial interaction—Ongoing involvement of a tribal healing to wellness court judge with tribal wellness court team and staffing and ongoing tribal wellness court judge interaction with each participant are essential.
- *Key Component #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.
- *Key Component #9*: Continuing interdisciplinary and community education—Continuing interdisciplinary and community education promote effective tribal healing to wellness court planning, implementation, and operation.
- *Key Component #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.

### *Applicants may apply for funding to include, but not limited to*

**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 e-mail 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:** Offsite specific training for identified program staff to attend in order to improve or develop skills in the areas related to operating a tribal juvenile healing to wellness court. [NOTE: While funds can be allocated for program staff to attend training, all successful applicants will receive onsite and cluster

trainings from the OJJDP selected training provider for tribal juvenile healing to wellness courts. 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" below).

**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*

☐ **Purpose Area #8 (OJJDP Juvenile Healing to Wellness Courts program):** 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. Relevant special conditions will be added to the grant award to reinforce this requirement.

☐ **Travel:** Applicants must budget travel costs for attendance at the following DOJ and OJJDP trainings: 1) one three-day strategic planning session for up to four people (for budgeting purposes, please use Washington, DC, as the location of this meeting); 2) one PA #8-specific training event for 2–3 people (for budgeting purposes, please use Washington, DC, as the location for this meeting); and 3) one DOJ CTAS orientation meeting for two to three people (for budgeting purposes, please use Washington, DC, as the location of this meeting). (See the GSA website for determining allowable per-diem travel cost: www.gsa.gov/portal/category/21287.)

☐ **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://www.ojjdp-dctat.org/.

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/docs/Purpose Area 8 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.

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

*Goals and objectives:*

OJJDP's Tribal Youth Program (TYP) supports and enhances tribal efforts to prevent and reduce juvenile delinquency and strengthen the juvenile justice system for American Indian/Alaska Native youth.

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

Priority areas eligible for funding include the areas below. We recommend the selection of not more than one category for your project design.

**Prevention/Intervention/Treatment**

1. Prevention services to impact risk factors for delinquency and promote protective factors. (This may include anti-gang education, youth gun violence reduction programs, truancy and school dropout prevention programs, afterschool programs, and parenting education programs.)
2. Interventions for court-involved tribal youth. (This may include graduated sanctions, mentoring, restitution, diversion, home detention, foster and shelter care, and other alternatives to detention.)
3. Treatment services for at-risk and high-risk youth. (This may include alcohol and drug abuse treatment and prevention programs; mental health treatment and prevention programs services; and 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.)
4. Prevention and intervention services to teach native girls culturally-appropriate 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.
5. Services for youth in detention or out-of-home placement. (This may include green/sustainable tribal traditions, risk and needs assessments, educational and vocational programming, mental health and substance abuse services, family strengthening, recreational activities, and aftercare/re-entry services to help successfully reintegrate the youth into the tribal community.)
6. 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, the goal being to improve understanding of youth and community needs.)

Examples of prevention/intervention/ treatment services include, but are not limited to, the following:

- Development of comprehensive screening tools, crisis intervention, intake assessments, treatment team planning, therapeutic services for co-occurring mental health and substance abuse disorders, drug testing, fetal alcohol syndrome screening, counseling, referral services, and placement services.
- Engaging at-risk tribal youth in activities centered on cultural preservation, land reclamation, or green/sustainable tribal traditions focusing on tribal youth with chronic truancy or at risk of dropping out of school.

- Development and implementation of tribal best practices and traditional healing methods to support tribal youth.

### *Applicants may apply for funding to include, but not limited to*

**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 contract services for professional support and for evaluation.

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

**Equipment and supplies:** Computer hardware and software for Internet access and e-mail 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:** Consultant and contract services for professional support and expert knowledge to assist with the development/enhancement of the program, such as training, 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" below).

### *Specific requirements*

**Purpose Area #9 (OJJDP Tribal Youth Program – TYP**): Under this purpose area, active TYP awardees (i.e., federally recognized tribes with a TYP grant award end date later than September 30, 2015) are *not eligible* to apply. This includes active TYP grantees that request a no-cost extension beyond September 30, 2015.

☐ **Travel:** Applicants must budget travel costs for attendance at the following DOJ and OJJDP trainings: 1) one three-day strategic planning session for up to four people (for budgeting purposes, please use Washington, DC, as the location of this meeting); 2) one PA #9-specific training event for two to three people (for budgeting purposes, please use Washington, DC, as the location for this meeting); and 3)one three-day DOJ CTAS orientation meeting for two to three people (for budgeting purposes, please use Washington, DC, as the location for this meeting). See the GSA web site for determining allowable per-diem travel costs: www.gsa.gov/portal/category/21287.

☐ **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.

☐ **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://www.ojjdp-dctat.org/

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/docs/Purpose Area 9 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.

# II. Type,[6] 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 particular type of grant used if DOJ expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, national policy, and other legal requirements, on page 52, for details regarding the federal involvement anticipated under an award from this solicitation.

All project start dates should be on or after September 1, 2015. DOJ has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to the awarding of a grant.

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

| 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) | $27 million | Approximately 50 awards:<br>sworn force of 1–9: no more than $300,000[7]<br>sworn force of 10–20: no more than $600,000<br>sworn force of 20+: no more than $1,000,000 | 3 years |
| 2. Comprehensive Tribal Justice Systems Strategic Planning (BJA) | Up to $375,000 | Approximately 5 awards; approximately $75,000 per award | 18 months |
| 3. Justice systems and alcohol and substance abuse (BJA) | $16.8 million | Approximately 20–30 awards; approximately $250,000–750,000 per award | 3 years |

[6] *See generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).
[7] Or the cost of one full-time officer if that cost is over $300,000.

| Purpose Area | Estimated Amount of Funding Available | Estimated Number of Awards to be Made; Estimated Award Amounts | Length of Award |
|---|---|---|---|
| 4. Corrections and correctional alternatives (BJA) | $7.5 million | Estimated 2–4 awards for renovation grants or supplemental funding for the completion of existing construction projects for single jurisdiction facility, approximately $1 million per award. Estimated 1–2 awards for renovation grants or supplemental funding for the completion of existing construction projects for regional facility (detention, multi-purpose justice center, correctional alternative), approximately $2–$4 million per award. | 3 years |
| 5. Violence Against Women Tribal Governments program (OVW) | $32 million | Approximately 60 awards<br>**New applicants**: Applicants who 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.<br>**Current grantees**: Applicants who have at least one active, current grant award from OVW are considered current grantees. There is no explicit limit on how much current grantees can request; however, due to 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 2015. | 3 years |
| 6. Children's Justice Act Partnerships for Indian Communities (OVC) | $2.7 million | Approximately 6 awards; up to approximately $450,000 per award. | 3 years |

| Purpose Area | Estimated Amount of Funding Available | Estimated Number of Awards to be Made; Estimated Award Amounts | Length of Award |
|---|---|---|---|
| 7. Comprehensive Tribal Victim Assistance program (OVC) | $3.6 million | Approximately 8 awards; up to approximately $450,000 per award. | 3 years |
| 8. Juvenile healing to wellness courts (OJJDP) | $3 million | Estimated 9–12 awards; approximately $250,000–$320,000 per award. | 3 years |
| 9. Tribal Youth Program (OJJDP) | $3 million | Approximately 6–8 awards; approximately $250,000–$500,000 per award. | 3 years |

# III. Additional budget information/funding restrictions

## Cost sharing or match requirement

None of the purpose areas in this solicitation require 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 the prior written approval of DOJ for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs before submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for DOJ's consideration as pre-agreement costs, the applicant should contact the Response Center listed on the front pages of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the OJP Financial Guide at ojp.gov/financialguide/index.htm for more information.

**Supplanting:** Generally, DOJ funds must be used to supplement existing funds for program activities and may not replace (supplant) non-federal funds that have been appropriated for the same purpose. Grant funds must be used to increase the amount of state, local, tribal, or Bureau of Indian Affairs funds that otherwise would be budgeted for these purposes in the absence of DOJ grant 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 non-supplanting in their application, as described above.

**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 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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 or the Director of the Office on Violence Against Women as appropriate. (Waivers are not applicable to the Office of Community Oriented Policing Services.) 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 and unique 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 www.justice.gov/tribal/.

## 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/.

# IV. Performance measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, and the GPRA Modernization Act of 2010, P.L. 111–352, applicants who 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 an award is made. Grantees will be required to provide the data requested in the "Sample Data Grantee 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 Grantee Must Provide |
|---|---|---|
| **Overarching objective:** Improve the grant planning and application processes for U.S. Department of Justice 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 grant funding (e.g., officers, equipment, training, technical assistance) increased your agency's community policing capacity?<br>To what extent have COPS Office knowledge resources (e.g., publications, podcasts, training) increased your agency's community policing capacity? | To assess progress toward achieving the program objective, grantee will provide data on how COPS Office grant resources and knowledge resource products has increased community policing capacity. |

| Objective | Sample Performance Measure(s) | Sample Data Grantee Must Provide |
|---|---|---|
| **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. |
| **Purpose Area #3:** Justice systems and alcohol and substance abuse (BJA) | Percent increase in the number of cases handled by tribal courts.<br>Number of full-time equivalent (FTE) judicial and other court positions created or funded under the grant award.<br>Percent reduction in the number of arrests for crimes where alcohol or substance abuse was a factor.<br>Percent increase in number of individuals receiving treatment services as a result of this program.<br>Percent increase in number of participants at tribal community prevention trainings. | Number of cases filed in the court during the prior period.<br>Number of cases filed in the court during the current reporting period.<br>Number of judicial and other court positions created as a result of the grant during the reporting period.<br>Number of arrests for crimes where alcohol or substance abuse was a factor for the period prior to grant funding.<br>Number of arrests for crimes where alcohol or substance abuse was a factor for the current reporting period.<br>Number of individuals receiving treatment services for the period prior to grant funding.<br>Number of individuals receiving treatment services as a result of this program during the current reporting period.<br>Number of participants at tribal community prevention trainings during the period prior to grant funding.<br>Number of participants at tribal community prevention trainings during the current reporting period. |
| **Purpose Area #4:** Corrections and correctional alternatives (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. |

| Objective | Sample Performance Measure(s) | Sample Data Grantee Must Provide |
|---|---|---|
| **Purpose Area #5:** Violence Against Women Tribal Governments program (OVW) | Number of professionals trained to respond to domestic violence, dating violence, sexual assault, and stalking.<br>Percent of victims requesting services who received them. | Number of professionals trained to respond to domestic violence, dating violence, sexual assault, and stalking.<br>Number of victims requesting and receiving services. |
| **Purpose Area #6:** Children's Justice Act Partnerships for Indian Communities (OVC) | Percent increase in the number of developed, established, and operating programs that improve the investigation, prosecution, and overall handling of cases of child sexual abuse and severe physical abuse cases.<br>Percent increase in the number of child abuse/sexual abuse prosecutions at the tribal, state, and federal levels. | Number of child abuse cases investigations initiated.<br>Number of prosecutions. |
| **Purpose Area #7:** Comprehensive Tribal Victim Assistance program (OVC) | Number of partners that participate and contribute to grant activities.<br>Percent of victims requesting services who received them.<br>Number of services provided by type. | Number of partners that participate and contribute grant activities.<br>Number of victims requesting and receiving services.<br>Number of services provided, by type. |
| **Purpose Area #8:** Juvenile Healing to Wellness Courts (OJJDP) | Percent of program youth who offend or reoffend (arrested/rearrested).<br>Percent of program youth or families exhibiting desired change in targeted behaviors (e.g., substance use, antisocial behavior, truancy, gang involvement).<br>(For a list of the complete measures, see https://www.ojjdp-dctat.org/help/Grids/PDF/TYPGrids.pdf) | Number of program youth or families served.<br>Number of program youth who offend or reoffend.<br>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.<br>Percent of program youth who offend or reoffend (arrested/rearrested).<br>Percent of program youth or families | Number of program youth or families served.<br>Number of program youth who offend or reoffend.<br>Number of program youth or |

| Objective | Sample Performance Measure(s) | Sample Data Grantee Must Provide |
|---|---|---|
| | 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/PDF/TYPGrids.pdf https://www.ojjdp-dctat.org/help/Grids/PDF/TJADGGrids.pdf) | 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 (page 56).

I. **Tribal Community and Justice Profile (30%)****

   a. Executive summary
   b. Tribal Narrative Profile

II. **Purpose Area Narrative for each purpose area for which the applicant is applying (50%)****
III. **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%)**
IV. **Budget Detail Worksheet and Narrative including Demographic Form (15%)****
V. **Tribal Authority to Apply documentation**
VI. **Applicant Disclosure of High Risk Status**
VII. **Applicant Disclosure of Pending Applications**
VIII. **Disclosure of Lobbying Activities**
IX. **Indirect Cost Rate Agreement (if applicable)**
X. **Accounting System and Financial Capability questionnaire (if applicable) (for tribal designees only)**
XI. **Other attachments (as needed)**

   a. Letters of support (optional)
   b. Resumes of key personnel
   c. Job descriptions for unfilled positions
   d. Memoranda of Understanding
   e. Letter of Non-supplanting (for Purpose Area #5 applicants)
   f. Confidentiality Notice form (for Purpose Area #5 applicants)
   g. Documentation of collaboration (for Purpose Area #5 applicants)

****Items noted by ** (double asterisks) MUST be included in the application submission in order to meet the basic minimum requirements (BMR) to advance to peer review and consideration for funding. Applications that do not include the attachments noted by ** at the time of application will not be peer reviewed and will not be eligible to receive funding.**

DOJ is committed to ensuring a fair and open process for awarding grants. 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 will also 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.

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 the Office of Management and Budget single audit requirement, 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 grant award decisions will be made by the head of the DOJ awarding agency component (i.e., by the head of the Office of Justice Programs (OJP), OVW, or COPS Office, as applicable), who may also give consideration to factors including, but not limited to, underserved populations, population served, geographic diversity, strategic priorities, past performance, 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, e-mail 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 3, 2015 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 sub-recipients. 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 sub-recipients. 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 2015 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, February 24, 2015. 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 this 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.**

**Note**: The Budget Detail Workbook requires MS Excel 2007 or 2010.

# 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** (e-mail 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 e-mail at** tribalgrants@usdoj.gov **by the 9:00 p.m. deadline.** Your e-mail 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 e-mailed 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 e-mailed applications prior to the 9:00 pm 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; and (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 e-mail 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 9:00 p.m.

# 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 representative 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 grant 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.

## Administrative, national policy, and other legal requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. 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
- Debarment and Suspension
- EPIC Reporting (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Suspension or Termination of Funding
- Non-Profit Organizations

- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Training Guiding Principles for Grantees and Sub-grantees (if applicable)

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

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (ojp.gov/funding/Apply/Resources/Certifications.pdf)
- Standard Assurances (ojp.gov/funding/Apply/Resources/StandardAssurances.pdf)

Upon grant 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/information-sharing or -access, or 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 above, 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 2 CFR. 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.

# J. Federal awarding agency contact(s)

For specific federal awarding agency contact(s), please contact the Response Center at 800-421-6770 or via e-mail 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 www.opm.gov/Operating_Status_Schedules/fedhol/2014.asp).

For GMS support, contact the GMS Support Hotline at 888-549-9901, option 3, or via e-mail 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 www.opm.gov/Operating_Status_Schedules/fedhol/2014.asp).

# K. Application Checklist

Before submitting your application, applicants should address the following:

## Eligibility

__ Federally recognized tribe
__ Tribal consortium
__ Organization that is acting as the authorized designee of a federally recognized tribe (Purpose Areas #5, 6, 7 only)

In addition to the above, some purpose areas have specific eligibility criteria noted on page ii 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 2015 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, February 24, 2015. **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 January 23, 2015 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, February 24, 2015. 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 this 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, comprising two parts:

  __ Executive summary
  __ Tribal Narrative Profile

__ Purpose Area Narrative(s). Include a separate narrative for each purpose area under which the applicant is applying.
__ Project/Program Timeline
__ One Budget Workbook (Demographic Form, 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 trainings.

__ Tribal Authority to Apply documentation
__ Applicant Disclosure of High Risk Status
__ Applicant Disclosure of Pending Applications
__ Disclosure of Lobbying Activities
__ Indirect Cost Rate agreement (if applicable)
__ Accounting System and Financial Capability questionnaire (if applicable) (tribal designees only)
__ Other attachments as necessary (letters of support, resumes, job descriptions for unfilled positions, Memoranda of Understanding, letter of non-supplanting (for Purpose Area #5 applicants), Confidentiality Notice form (for Purpose Area #5 applicants), Documentation of collaboration (for Purpose Area #5 applicants), etc.)

See section F (Listing of Purpose Areas) on page 17 for specific application requirements by purpose area.

## Format for timeline

__ See timeline template at www.justice.gov/tribal/.

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

- Sample timeline template
- Sample Budget Detail Workbook and narrative with budget workbook instructions
- Sample executive summary
- Table of statutory authority

- Information about the U.S. Department of Justice and the program offices offering funding through this solicitation
- Allowable and unallowable cost lists for COPS Office Purpose Area #1
- Calculation of match requirements for OJJDP Purpose Area #8
- Acronyms and abbreviations
- Frequently asked questions (FAQs)