



## APPLICATION QUICK START GUIDE

### **DEADLINE**

**FEBRUARY 25, 2020**

**9:00 p.m. ET**

# Submitting an Application under the FY 2020 Coordinated Tribal Assistance Solicitation (CTAS)

---

This quick start guide is a summary of the CTAS solicitation and provides guidance to assist applicants in preparing and submitting applications for funding. For all details and requirements on submitting a CTAS application, please refer to the CTAS solicitation.



# Quick Start Guide for Submitting an Application under the FY 2020 Coordinated Tribal Assistance Solicitation (CTAS)

This quick start guide is a summary of the CTAS solicitation and provides guidance to assist applicants in preparing and submitting applications for funding. For all details and requirements on submitting a CTAS application, please refer to the CTAS solicitation.

CFDA 16.710 Public Safety and Community Policing; CFDA 16.608 Comprehensive Tribal Justice Systems Strategic Planning and Tribal Justice Systems; CFDA 16.596 Tribal Justice System Infrastructure Program; CFDA 16.587 Tribal Governments Program; CFDA 16.583 Children's Justice Act Partnerships for Indian Communities Program; CFDA 16.585 Juvenile Tribal Healing to Wellness Courts; CFDA 16.731 Tribal Youth Program

**WHEN:** Deadline for grant application is February 25, 2020 at 9:00 p.m. ET.

**Start EARLY.** This is more than a one-day process.

**WHERE:** Complete the application at <https://grants.ojp.usdoj.gov>.

**HOW:** Online. For information about other methods of submission, please refer to the CTAS solicitation.



**NOTE:**

**The U.S. Department of Justice strongly recommends applicants use Internet Explorer® 11 or a later version.**



## Deadline/application period

The application period for the FY 2020 CTAS solicitation begins **December 4, 2019**. All applications must be submitted through Grants Management System (GMS) no later than **February 25, 2020, at 9:00 p.m. ET**. To be considered timely, an application must be submitted by the application deadline using GMS. Applicants are strongly encouraged to submit applications at least 72 hours prior to the application due date. **If you miss the submission deadline because of an extreme emergency (e.g., power outages lasting several days, extreme inclement weather), immediately contact the Response Center at 800-421-6770.**

- You must contact the Response Center **within 24 hours after the deadline** and request approval to submit your application. Staff will require you to email the complete grant application and your DUNS number and provide a GMS Service Desk tracking number.
- After staff have reviewed all the information submitted and contacts the GMS Service Desk to validate the technical issues you reported, staff will contact you to either approve or deny your request to submit a late application.
- If the technical issues you reported cannot be validated, your application will be rejected as untimely.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time (SAM registration and renewal can take as long as 10 business days to complete)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls

Late applicants that do not follow the required submission procedures will not be considered for funding. For detailed information about how to apply and the U.S. Department of Justice (DOJ) policy on late submissions, see part H. How to Apply in the solicitation, starting on page 43.

## Eligibility

Each purpose area may have different eligibility requirements. For more information, please review the eligibility criteria under each purpose area section.

- Federally recognized Indian tribes are eligible to apply.<sup>1</sup>
- Consortia consisting of two or more federally recognized Indian tribes are eligible to apply.
- Tribal designees are eligible to apply only for certain activities related to the DOJ's Office on Violence Against Women (OVW) and Office for Victims of Crime (OVC) programs (see eligibility information for CTAS purpose areas #5 and #6, respectively).

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

## Contact information

► **For technical assistance with submitting an application**, contact the GMS Service Desk at 888-549-9901, option 3, or via email at [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). The GMS Service Desk is open 24 hours per day, 7 days per week, including holidays.

1. See 25 USC § 5304(e) which, for purposes of this solicitation, provides the applicable definition of "Indian tribe."

► **For programmatic and general assistance with the solicitation requirements**, contact the Response Center at 800-421-6770 or via email at [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The Response Center's hours of operation are Monday–Friday, 9:00 a.m. to 5:00 p.m. ET, except during U.S. Federal Government holidays.

## CTAS overview

DOJ Tribal Government–specific competitive grant programs outlined in this solicitation are referred to as purpose areas. Applicants may apply for funding under the purpose area(s) that best addresses tribes' concerns related to public safety, criminal and juvenile justice, and the needs of victims or survivors of domestic violence, child abuse, sexual assault, and other crimes. Following is a list of the purpose areas. For detailed information on each purpose area, see part F, Purpose Areas—Specific Information in the solicitation, beginning on page 11.

### 1. Public Safety and Community Policing (COPS Office)

Under CTAS, the Office of Community Oriented Policing Services (COPS Office) offers funding through Purpose Area #1: Public Safety and Community Policing. Purpose Area #1 is designed to expand the implementation of community policing and meet the most serious needs of law enforcement in Tribal Nations through a broadened comprehensive program. The funding can be used to hire or rehire full-time career law enforcement officers and village public safety officers as well as procure basic equipment and training to assist in the initiation or enhancement of Tribal community policing efforts.

### 2. Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS Office, OVW, OJJDP, OVC)

Introduced in FY 2012, the Comprehensive Tribal Justice Systems Strategic Planning program was designed to allow tribes to engage in comprehensive justice system-wide strategic planning to improve tribal justice and safety including improving community wellness, increasing

capacity to prevent crime and addressing violent crime, activities outlined in the Tribal Law and Order Act (TLOA), such as strategic planning and the development of a Tribal Action Plan (TAP). This planning process will be guided and supported by a training and technical assistance (TTA) provider provided by DOJ. Purpose Area #2 is administered by the Bureau of Justice Assistance (BJA) in the Office of Justice Programs (OJP) on behalf of all CTAS participating DOJ components.

### 3. Tribal Justice Systems Program (BJA)

Under CTAS, the BJA offers funding through Purpose Area #3: Tribal Justice Systems. BJA has structured Purpose Area #3 to be as broad and flexible as possible to support a variety of tribal justice programs. The overall purpose of Purpose Area #3 is to provide key funding to tribal justice systems to develop, support, and enhance adult and juvenile tribal justice systems and the prevention of violent crime and crime related to opioid, alcohol, and other substance abuse. Key partners can include law enforcement, pretrial services, risk and needs assessment development and implementation, diversion programming, tribal prosecutors, tribal court services, detention programming, community corrections, re-entry planning and programming, justice system infrastructure enhancement, and justice system information sharing.

### 4. Tribal Justice System Infrastructure Program (BJA)

The Tribal Justice System Infrastructure Program (TJSIP), Purpose Area #4 under the CTAS, was established to further DOJ efforts to assist tribes in developing effective strategies to cost effectively renovate, expand, or replace existing facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction.

### 5. Tribal Governments Program (OVW)

The Office on Violence Against Women Tribal Governments Program enhances the ability of tribes to respond to violent crimes against Indian women, enhance victim safety, and develop education and prevention strategies. Funding for this program is specifically to focus on domestic violence, dating violence, sexual assault, stalking, and sex trafficking. Eligible

applicants are federally recognized tribes or organization acting as the authorized designees of a federally recognized Indian tribe. Applications for the Tribal Governments Program are submitted through the DOJ Coordinated Tribal Assistance Solicitation (CTAS).

### 6. Children's Justice Act Partnerships for Indian Communities (OVC)

The Children's Justice and Assistance Act (CJA) of 1986 provided states funding to establish programs to effectively handle child abuse cases. In 1988, the Anti-Drug Abuse Act amended the VOCA of 1984, authorizing the use of a portion of the state CJA funds to help tribal communities develop and establish programs to improve the investigation, prosecution, and case management of child sexual abuse cases. Since 1989, OVC has worked to enhance the capacity of tribal communities to address the needs of child abuse victims by providing funding through the CJA Partnerships for Indian Communities Program (CJA Program). The CJA Program was integrated into the CTAS as Purpose Area #6 in 2012.

### 7. N/A—PA #7 is not included in CTAS this year.

OVC will be funding a comprehensive victim services solicitation in FY 2020; however, it will be a stand-alone solicitation not included in the CTAS.

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

The Juvenile Tribal Healing to Wellness Courts program was incorporated into the CTAS in FY 2015 as Purpose Area #8, the first time that an OJJDP CTAS purpose area included a specific court focus. This program aims to develop and enhance the capacity of tribal courts to respond to the alcohol and substance use related issues of youth under the age of 21. This includes the development of a new juvenile healing to wellness court. The principal objectives of this program include identifying the relevant data that are being collected with regard to tribal underage alcohol and substance (including opioids) possession and consumption and its related issues; inventorying policies, procedures, assessment tools, and services that address youth under age 21. Grantees will develop policies, procedures, and programming

to support the implementation of a Juvenile Tribal Healing to Wellness Court that addresses service gaps. Gaps to be addressed by grantees may include culturally appropriate provisions for right to counsel for persons under age 21 who have alcohol and substance abuse–related issues and judicial policies that work appropriately in tribal justice systems to allow for completion of court-ordered action or programming.

## 9. Tribal Youth Program (OJJDP)

OJJDP’s Tribal Youth Program (TYP) is Purpose Area #9 under the CTAS. OJJDP’s Tribal Youth Program (TYP) seeks to support and enhance tribal efforts to prevent and reduce juvenile delinquency and strengthen a fair and beneficial juvenile justice system response for American Indian/Alaska Native youth. OJJDP understands that tribal nations have widely varying circumstances, strengths, and needs that may challenge their ability to prevent juvenile delinquency or to intervene and treat tribal youth when necessary. The funding in this purpose area is made available to enable tribes to create, expand, or strengthen approaches along the juvenile justice continuum that can range from prevention to intervention and treatment.

## Goals

Goals and objectives vary across purpose areas and can be found in part F, Purpose Areas—Specific Information in the solicitation, beginning on page 11.

---

### ▶ Length of award term

Most awards under programs in CTAS provide funding for five years (60 months) (see specific purpose area award length in the solicitation chart starting on page 6 of this quick start guide).

All project state dates should begin on or after October 1, 2020.

---

### ▶ Maximum federal share/ local share requirements

None of the CTAS purpose areas require local match. However, if a successful application proposes a voluntary match amount and the DOJ approves the budget, the total match amount incorporated into the approved budget becomes mandatory and is subject to audit.

## Type, amount, and length of awards

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)	\$24 million	Approximately 40 awards: <ul style="list-style-type: none"> <li>■ Sworn force of fewer than 10: no more than \$500,000*</li> <li>■ Sworn force of 10 to 20: no more than \$700,000</li> <li>■ Sworn force of 20+: no more than \$900,000</li> </ul>	Hiring: 5 years Equipment/Training: 3 years
2. Comprehensive tribal justice systems strategic planning (BJA)	Up to \$600,000	Approximately 4 awards; up to \$150,000 per award	Up to 5 years
3. Tribal Justice Systems (BJA)	\$22.1 million	Approximately 25–35 awards; approximately \$250,000–900,000 per award	5 years
4. Tribal Justice System Infrastructure Program (BJA)	\$7.5 million	Estimated 2–4 awards for facility renovation or expansion or completion of existing construction projects for single jurisdiction facility, approximately \$1 million per award. Estimated 1–2 awards for facility renovation or expansion or completion of existing construction projects for regional facility (detention, multipurpose justice center, correctional alternative), approximately \$2–4 million per award.	5 years

\* Or the cost of one entry level full-time officer if that cost is more than \$500,000/higher than the cap. These requests are reviewed on a case-by-case basis and must reflect the actual entry-level salaries and benefits for a newly hired sworn officer. DOJ may provide additional funding in future years to awards made under this solicitation through noncompetitive continuation awards.

Purpose area	Estimated amount of funding available	Estimated number of awards to be made; estimated award amounts	Length of award
<p><b>5.</b> Tribal Governments Program (OVW)</p>	<p>\$34 million</p>	<p>Approximately 55 awards; up to a maximum of \$900,000 per award. Applicants should consider the level of effort and funding necessary to complete the project during the 36-month budget cycle, and not solely any amount that was previously awarded, in deciding how much to request.</p>	<p>3 years (initially)</p>
<p><b>6.</b> Children’s Justice Act Partnerships for Indian Communities (OVC)</p>	<p>\$ 2.7 million</p>	<p>Approximately 6 awards; up to a maximum of \$450,000 per award.</p>	<p>3 years</p>
<p><b>7.</b> Tribal Victim Services Program (OVC)</p>	<p>N/A</p>	<p>PA #7 is not included in CTAS this year.</p>	<p>N/A</p>
<p><b>8.</b> Juvenile Tribal Healing to Wellness Courts (OJJDP)</p>	<p>\$2 million</p>	<p>Approximately 5 awards; up to a maximum of \$400,000 per award.</p>	<p>5 years</p>
<p><b>9.</b> Tribal Youth Program (OJJDP)</p>	<p>\$3.85 million</p>	<p>Approximately 9 awards; up to a maximum of \$450,000 per award. This includes both category 1 and category 2.</p>	<p>5 years</p>

## Federal Funding

Applicants must submit a budget using the current Combined Budget Detail Worksheet. Applicants must use this form to show calculations for requested funding, as well as narrative descriptions for all proposed expenses.

Requests may be made in the following categories:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction (only purpose area #4)
- Subawards (subgrants) / procurement contracts
- Other costs
- Indirect costs

All items requested will be considered on a case-by-case basis during the budget review process. In addition, each item requested must programmatically link to the activities

described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities. Please refer to the specific purpose area budget requirements within the purpose areas descriptions in the CTAS solicitation starting on page 11.

Some purpose areas have included allowable/unallowable costs lists that can be found in the “Miscellaneous Documents for CTAS FY 2020” section of the CTAS 2020 website (<https://www.justice.gov/tribal/open-solicitations>).

**The U.S. Department of Justice reserves the right to deny funding for any items that may not be included in this quick start guide or the CTAS solicitation.**

*For further guidance, refer to the CTAS solicitation starting on page 11.*

---

## CTAS application process

### Pre-Application

#### **Step 1. Acquire a Data Universal Numbering System (DUNS) number**

---

In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity.

**Obtain your Data Universal Numeric System (DUNS) number first; you cannot complete any of the steps below without it.**

► **It can take up to 2 business days to obtain the DUNS number.**

Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at [www.dnb.com](http://www.dnb.com).



## Step 2. Register with the System for Award Management (SAM) database

---

SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database.

► **If you do not have an Employer Identification Number (EIN), the process can take up to 5 weeks.**

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). **You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year.**

## Step 3. Acquire a Grants Management System (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.gov/gmscbt/](http://www.ojp.gov/gmscbt/).

## Step 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.

## Step 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 2020 Coordinated Tribal Assistance Solicitation.”

## Step 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.

## Step 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.

► **In some instances, an applicant must wait for GMS approval before submitting an application. Applicants are urged to submit the application at least one week prior to the due date of the application.**

**IMPORTANT WARNING:** Each tribe, tribal consortium, or tribal designee may submit only one application. An application can be revised in GMS until the application deadline, 9:00 p.m. ET, Tuesday, February 25, 2020. Please note that only the final version of an application submitted in GMS will be considered.

## What an application should include

This section describes the required elements of an application. An applicant should anticipate that failure to submit an application containing all the specific elements may negatively affect the review of the application; and, should a decision to be made to make an award, it may result in the inclusion of award special conditions that preclude the recipient from accessing or using award funds until the recipient satisfied the conditions and the award agency makes the funds available.

► **Items noted by \*\* (double asterisks) MUST be included in the application submission for an application to meet the minimum requirements to advance to peer review and receive consideration for funding.**

### a. Application Cover Sheet

Applicants must include a high-quality project abstract for each purpose area under which they are requesting funding. It should summarize the proposed project in 400 words or less (500 words or less for applicants requesting funding in multiple purpose areas). The fillable application cover sheet template for abstracts can be found in the GMS along with all other documents needed to complete an application at <https://grants.ojp.usdoj.gov/CTAS/>.

### b. Tribal Community and Justice Profile\*\* (30% of application score)

Applicants must use the Tribal and Community Justice Profile template provided in the GMS at <https://grants.ojp.usdoj.gov/CTAS/>. This document is designed to allow the tribe to describe its community strengths, resources, current justice system design and capacity, problems or challenges, and the need for federal assistance to address these issues.

### **c. 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.

### **d. Application Timeline(s)**

(5% of application score)

Applicants are encouraged to use this single template to submit a detailed timeline for all purpose areas under which the applicant is requesting funding.

### **e. Budget Detail Worksheet, Budget Narrative, and Demographic Form\*\***

(15% of application score)

(Demographic Form is only applicable for PA #1 applicants)

DOJ has developed a Budget Detail Workbook that consolidates 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.

### **f. Tribal Authority to Apply for Grants under CTAS**

For FY 2020 CTAS, only tribal consortia applying on behalf of multiple tribes or designees applying on behalf of a tribe will be asked to submit documentation reflective of their legal authority to apply for funds under CTAS on behalf of the designating tribe(s).

### **g. Applicant Disclosure of High-Risk Status for any Applicant Requesting Funding under CTAS**

Applicants are required to disclose whether they are currently designated as high risk by any non-DOJ federal grant-making agency, to allow for appropriate federal oversight of any CTAS award.

### **h. Applicant Disclosure of Pending Applications and Active Awards**

Applicants are required to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) or active awards that include continuation 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.

### **i. Disclosure of Lobbying Activities**

Applicants requesting more than \$100,000 under any CTAS purpose area may be required to complete and submit Form SF-LLL (Disclosure of Lobbying Activities) with their FY 2020 CTAS applications.

### **j. Indirect Cost Rate Agreement**

(if applicable)

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

### **k. Pre-award Risk Assessment Questions**

(required for Purpose Area 5 applicants)

For OVW Purpose Area #5, applicants must prepare a response to 10 pre-award risk assessment questions, which can be found at <https://grants.ojp.usdoj.gov/CTAS/>.

### **l. OJP Financial Management and System of Internal Controls Questionnaire Capability System of Controls Questionnaire**

(required for OJP Purpose Areas: 2, 3, 4, 6, 8 and 9)

Every OJP applicant (other than an individual applying in a personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application.

### **m. Other attachments**

Other attachments, as necessary, may include the following: letters of support, resumes, job descriptions for requested positions, Memoranda of Understanding, letter of nonsupplanting, Confidentiality Notice form, documentation of collaboration.

*For further guidance, refer to the CTAS solicitation starting on page 3.*

# Application review process

DOJ is committed to ensuring a fair and open process for making awards.

## Minimum Requirements

The following criteria are reviewed during the minimum requirements review:

- Is a Tribal Community and Justice Profile attached?
- Is a Purpose Area Narrative attached?
- Is a Budget Detail Worksheet, Budget Narrative, and Demographic Form attached?

## Peer Review

Peer reviewers will be reviewing the applications submitted under this solicitation that meet eligibility and 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. Eligible applications that meet minimum requirements will be evaluated, scored, and rated by peer reviewers. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully.

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

In addition, prior to making an award greater than the simplified acquisition threshold (currently set at \$250,000), any information about applicants that is in the designated integrity and performance system accessible through the System for Award Management (SAM) will be reviewed and considered. An applicant may review and comment on any information about the applicant in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

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

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

*For further guidance, refer to the CTAS solicitation starting on page 41.*

# CTAS Solicitation and Additional Assistance

The CTAS solicitation is designed to assist applicants in applying for the programs included in CTAS. The solicitation includes general information on the administrative and legal requirements governing the programs as well as detailed program-specific information. The solicitation can be found at [www.justice.gov/tribal/open-solicitations](http://www.justice.gov/tribal/open-solicitations).

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

All CTAS materials and resources can be found at [www.justice.gov/tribal](http://www.justice.gov/tribal):

- Solicitation, FAQs, and fact sheet for CTAS FY 2020
- General templates for CTAS FY 2020
- Purpose area specific narrative templates for CTAS FY 2020
- Purpose area specific project abstract templates for CTAS FY 2020
- Legal documents for CTAS FY 2020
- Purpose area specific fact sheets for CTAS FY 2020
- Miscellaneous documents for CTAS FY 2020



---

## RESOURCES AND ASSISTANCE

- **All CTAS materials and resources can be found at [www.justice.gov/tribal](http://www.justice.gov/tribal).**
- **For programmatic and general assistance with the solicitation requirements, contact the Response Center at 800-421-6770 or via email at [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov).**