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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 furthers the Department's mission by providing 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 to reduce and prevent crime and victimization. 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 2012 Competitive Grant Announcement

### Eligibility

**It is very important that applicants review this information carefully. Applications that are 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 Office on Violence Against Women Programs. (See page ii for a list of additional eligibility criteria and exceptions by Purpose Area.) To access a current list of federally-recognized Tribes, see 75 Federal Register 60810 (Friday, October 1, 2010) at <http://federalregister.gov/a/2010-24640>; also see 75 Federal Register 66124, the supplemental notice adding the Shinnecock Indian Nation to this October 1 list of federally-recognized Tribes, at <http://federalregister.gov/a/2010-27138> and the January 3, 2012, News Release reaffirming the Tejon Tribe's Government to Government status at [www.bia.gov/idc/groups/public/documents/text/idc015898.pdf](http://www.bia.gov/idc/groups/public/documents/text/idc015898.pdf).

## Eligibility Exceptions:

**Purpose Area #1 (COPS Public Safety and Community Policing):** Under this Purpose Area only, applicants must have an established law enforcement agency or an existing contract with the Bureau of Indian Affairs (BIA) for law enforcement services or an existing contract with a state or local agency for law enforcement services.

**Purpose Area #6 (OVW Violence Against Women Tribal Governments Program):** An organization may apply that is acting as the **authorized designee** of a federally-recognized Indian Tribe. If the applicant is a **Tribal designee** under Purpose Area #6, 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, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's due date.**

## Deadline

All applications must be submitted through the DOJ's online [Community Partnership Grants Management System](#) (CPGMS). There are two steps: 1) registering in CPGMS; and 2) applying and submitting an application in CPGMS.

**Registration:** Applicants must register with CPGMS prior to submitting an application. An applicant will not be able to submit an application without registering in CPGMS before the application deadline of 9:00 p.m. Eastern Time (ET) on Wednesday, April 18, 2012. **Applicants should begin the process immediately to meet the CPGMS registration deadline, especially if this is the first time they have used the system. It is strongly recommended that applicants register by Wednesday, April 4, 2012 in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline.**

*Note: This solicitation will be available in CPGMS from January 23, 2012 through April 18, 2012. (See "How to Apply," page 36.)*

**Application Submission:** The deadline for submitting applications in response to this grant announcement is 9:00 p.m. ET on Wednesday, April 18, 2012. Applications submitted after 9:00 p.m. ET on April 18, 2012, will not be considered for funding.

For more information on how to register with CPGMS and submit an application, refer to the "How to Apply" section on page 34.

**Note:** For applicants without Internet access who cannot submit an application electronically to CPGMS, please contact the Response Center at 1-800-421-6770 no later than Friday, March 16, 2012, 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, Wednesday, April 18, 2012. Please note that only the final version of an application submitted in GMS will be considered.

**If a Tribe submits more than one application, only one 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 2012 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.

## **Contact Information**

**Technical Assistance:** For technical assistance with submitting an application, please contact the GMS) Support Hotline at 1-888-549-9901, option 3, or by e-mail at [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). The GMS Support Hotline is available Monday-Friday (except [U.S. federal government holidays](#)) from 6:00 a.m. to 12:00 midnight ET.

**Programmatic Assistance:** For programmatic and general assistance with the requirements of this solicitation, contact the Response Center at 1-800-421-6770 or by e-mail at [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The Response Center's hours of operation are Monday-Friday (except [U.S. federal government holidays](#)) from 9:00 a.m. to 5:00 p.m. ET. The Response Center will remain open on the solicitation closing date until 9:00 p.m. ET.

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

**Release Date: January 18, 2012**

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# Coordinated Tribal Assistance Solicitation

## A. Overview

In 2010, the U.S. Department of Justice (DOJ) launched its first-ever Coordinated Tribal Assistance Solicitation, or CTAS, combining DOJ's existing Tribal government-specific competitive solicitations into one, and thus requiring only one application from each Tribe or Tribal consortium. This approach provides federally-recognized Tribes and Tribal consortia the opportunity to develop a comprehensive approach to public safety and victimization issues.

The decision to develop CTAS was based on a series of meetings conducted by DOJ leadership across the country addressing violent crime in Tribal communities. On October 28–29, 2009, DOJ convened a national Tribal leaders listening session in St. Paul, Minnesota. That same month, DOJ held its annual Tribal consultation on violence against women, as required by the Violence Against Women Act of 2005. The Department again had the opportunity to engage with Tribal leaders on public safety in Tribal communities during the first White House Tribal Nations Conference in November 2009. Finally, in Fiscal Year (FY) 2010, DOJ held two national Tribal consultation teleconferences on December 18 and 23, 2009, to obtain Tribal input on the development of the CTAS solicitation.

DOJ further refined CTAS with Tribal input at a jointly held Violence Against Women Act Tribal consultation and CTAS session held in October 2010 in Spokane, Washington, and again for FY 2012 at the Interdepartmental Tribal Justice, Safety and Wellness Session held in December 2011 at the Santa Ana Pueblo, New Mexico.

Additionally, DOJ circulated an assessment tool to Tribes in order to gather feedback about their prior experience applying for CTAS.

DOJ incorporated feedback from the Tribal meetings and consultations and has made the following changes to this FY 2012 CTAS:

- A new strategic planning pilot program has been added.
- A question-and-answer template has been incorporated into the solicitation to make the document more user-friendly.
- Purpose Areas have been adjusted to address the Tribes' feedback and concerns and allow for greater flexibility in funding requests.
- The request for additional data on Tribe demographics will help DOJ to gain a better understanding of the unique characteristics of each Tribe.

In FY 2010, 238 Tribes submitted CTAS applications, with 300 grant awards approved for funding. The awards covered 10 Purpose Areas, totaling almost \$127 million. In FY 2011, 236 Tribes submitted applications, with more than 283 grant awards approved for funding. The awards covered eight Purpose Areas, totaling over \$118 million. In both years, funding was awarded to enhance law enforcement; bolster criminal and juvenile justice systems; prevent youth substance abuse; serve domestic violence, sexual assault, and elder victims; and support other efforts to prevent and control crime.

As in FY 2010 and FY 2011, this FY 2012 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/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 E “Purpose Areas—Snapshot,” which identifies the DOJ program office that manages each Purpose Area). DOJ anticipates that the grants will be managed by the awarding DOJ program office.

In some cases, Tribes may receive two separate awards under a single Purpose Area application for activities that fall under different funding streams that have been combined for the purpose of the application. Tribes or Tribal consortia receiving grants from multiple funding streams must maintain the grant funds separately and file all required reports for each grant awarded with the applicable DOJ component.

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](http://www.justice.gov/tribal).

This coordinated approach will apply only to requests for grant funding made in response to this solicitation, which is for FY 2012 grant funding, specifically for federally-recognized Tribes and Tribal consortia. Tribes or Tribal consortia may be eligible for and are encouraged to submit separate applications to any additional non-Tribal government-specific DOJ grant programs for which they may be eligible. For information on additional funding sources, go to [www.grants.gov](http://www.grants.gov) and the web sites of individual federal agencies.

The DOJ components offering Tribal government-specific grant resources through the 10 “Purpose Areas” identified in this Coordinated Tribal Assistance Solicitation are listed below. For more information on each component, see [www.justice.gov/tribal](http://www.justice.gov/tribal).

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

## **B. Frequently Asked Questions (FAQs)**

For further information on this solicitation’s requirements and supporting documents, see the FAQs at [www.justice.gov/tribal](http://www.justice.gov/tribal). The FAQs will be updated as necessary. It is highly recommended that prospective applicants visit [www.justice.gov/tribal](http://www.justice.gov/tribal) for updates.

## **C. Purpose Areas—Snapshot**

DOJ’s 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 address Tribes’ concerns related to public safety, criminal and juvenile justice, and the needs of victims/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 E.

1. Public Safety and Community Policing (COPS)

2. Comprehensive Planning Demonstration Program (BJA)
3. Justice Systems and Alcohol and Substance Abuse (BJA)
4. Corrections and Correctional Alternatives (BJA)
5. Tribal Sexual Assault Services Program (OVW)
6. Violence Against Women Tribal Governments Program (OVW)
7. Children’s Justice Act Partnerships for Indian Communities (OVC)
8. Comprehensive Tribal Victim Assistance Program (OVC)
9. Juvenile Justice (OJJDP)
10. Tribal Youth Program (OJJDP)

## D. What an Application Should Include

This section describes what an application should include and required elements. Applicants should anticipate that failure to submit an application that contains 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 access to or use of award funds pending satisfaction of the conditions.

It is the applicant’s responsibility to ensure that its 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 & Justice Profile (40%)\*\*
    - a. Executive Summary
    - b. Tribal Narrative Profile
  - II. Purpose Area Narrative for each Purpose Area for which the applicant is applying (40%)\*\*
  - 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. Indirect Cost Rate Agreement (if applicable)
  - VII. Other Attachments (as needed)

**\*\*Items noted by \*\* (double asterisks) MUST be included in the application submission in order for the application to proceed to peer review. Applications that do not include the attachments noted by \*\* will not receive further consideration.**

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

To ensure that reviewers can easily locate application documents, DOJ strongly recommends that uploaded files are clearly named so as to indicate the applicant Tribe(s) and the file contents. 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).

An application should include:

## **I. Tribal Community & Justice Profile (40% of application score)**

The Tribal Community & Justice Profile consists of two parts:

- a) Executive Summary
- b) Tribal Narrative Profile

### **a. Executive Summary (5%)**

In 1-2 pages the executive summary should identify all Purpose Areas for which the applicant seeks funding, and if more than one Purpose Area is applied for, how the funds requested in each Purpose Area fit together to address the overall justice and safety needs of the Tribe(s). Use the provided template to build your Executive Summary. <http://justice.gov/tribal/ctas2012/executive-summary-template.pdf>

### **b. Tribal Narrative Profile (35%)**

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 number of pages for 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 please provide an explanation of why the information is unavailable.

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

## **II. Purpose Area Narrative(s) (40% 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/questions included for that Purpose Area template. The template for each Purpose Area includes the following:

- a) Project/program design and implementation
- b) Capabilities and competencies
- c) Impact/outcomes and evaluation/plan for collecting data for performance measures

Each Purpose Area has a separate template designed to address the unique focus and requirement of that 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 Template.doc".

### **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](http://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)**

DOJ has developed a workbook that tribes can use that combines the Budget Detail Worksheet, Budget Narrative, and Demographic Form into a single workbook.

Only one Budget Detail Workbook including the Budget Detail Worksheets and Budget Narratives for each purpose area, and a Demographic Form must be completed and submitted per application. The Budget Detail Workbook and Budget Narrative must include a proposed budget detail worksheet for each Purpose Area for which funds are being requested. If an individual budget is not submitted for a Purpose Area, the application will not be considered in that Purpose Area. The Demographic Form collects important demographic information that pertains to all Purpose Areas.

The new Budget Detail Worksheet, Budget Narrative, and Demographic Form workbook is user-friendly and has been designed to calculate totals; therefore, applicants are strongly encouraged to use the workbook when completing their proposed budgets. The combined blank Budget Detail Worksheet and Budget Narrative, budget workbook instructions, and a sample budget worksheet can be found at [www.justice.gov/tribal](http://www.justice.gov/tribal).

**Note:** Before completing the Budget Detail Worksheet, Budget Narrative, and Demographic Form, consult "Specific Requirements" in the Listing of Purpose Areas (Part E, I) as well as "Amount and Length of Awards" (Part E, II) for estimated award amounts for specific Purpose Areas.

#### **Budget Detail Workbook:**

The Budget Detail Workbook is the entire Excel document, which contains a Budget Detail Worksheet with Narrative for each individual Purpose Area as well as the Demographic

Form. 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.

**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 the applicant calculated it. 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 3-day meetings, with one in Washington, D.C. and one in the applicant's region.

**Budget Narrative:**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. 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.

**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 in the available space for the missing information.

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.
- The need for funding as demonstrated through the completed form.

Applicants are strongly encouraged to use the provided Detail Worksheet, Budget Narrative, and Demographic Form workbook. An applicant that chooses to use a different format should ensure that all budget and demographic information requested in the provided workbook is included. <http://justice.gov/tribal/ctas2012/ctas-budget-worksheet.pdf>

## **V. Tribal Authority to Apply For Grants Under CTAS**

For FY 2012 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. Rather, for FY 2012 CTAS, an applicant may submit a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority to apply for CTAS awards on behalf of the Tribe. **This documentation must be**

**current, sufficient to demonstrate authority for the application, contain authorized signature(s), and submitted by the application's April 18, 2012, due date.** See samples of various forms of documentation at [www.justice.gov/tribal](http://www.justice.gov/tribal).

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, the Tribal consortium must submit a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the Tribal consortium has the legal authority to apply for grants under CTAS on behalf of the consortium. **This documentation must be current, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's April 18, 2012, due date.** In addition, a copy of the bylaws or other governance documents that allow the Tribal consortium's action without support from all consortium members must be included with this documentation.

If the applicant is a **Tribal designee** under Purpose Area #6, OVV 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, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's April 18, 2012, 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 one 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 2012 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 for Tribal resolution requirements relating to political sub-units making requests to submit applications separately from federally-recognized Indian tribal governments. <http://publicdevelopment.doj.gov/tribal/ctas-fags.html>

## **VI. Indirect Cost Rate Agreement (if applicable)**

If the organization is requesting indirect costs for this project, a copy of the **current**, signed federally-approved Indirect Cost Rate Negotiated Agreement must be included. If the Tribe does not have an Indirect Cost Rate Negotiated Agreement or it is expired and under review, the Tribe may submit supporting documents to show the applicant's cognizant federal agency is reviewing the request. Indirect cost requests will be eliminated from all applications that do not provide the required documentation.

If you need additional information on this requirement, go to [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf). If the applicant does not have an approved rate, a rate can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization.

## VII. Other Attachments

Other attachments, as necessary, include:

- Letters of support
- Resumes of key personnel
- Job descriptions for unfilled positions
- Memoranda of Understanding

## E. 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<sup>1</sup>:

1. Public safety and community policing (COPS Tribal Hiring Grant Program and Tribal Resources Grant Equipment/Training), CFDA #16.710	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
<p>To proactively address the most serious Tribal law enforcement needs.</p> <p>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.</p> <p>To implement or enhance community policing strategies.</p> <p>To engage in strategic planning for law enforcement.</p>	<p><u>Strategic Planning:</u> Strategic planning activities related to community policing.</p> <p><u>Hiring:</u> Approved entry-level salaries and fringe benefits of newly hired or rehired full-time sworn career law enforcement officers including Village Public Safety Officers; Background investigations for newly hired officer positions. Positions may be requested specifically to address methamphetamine issues within the Tribe.</p> <p><u>Equipment:</u> Law enforcement equipment, uniforms, bullet-proof 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.</p>

<sup>1</sup> See [www.usdoj.gov/tribal](http://www.usdoj.gov/tribal) for a table of statutory authorities applicable to each Purpose Area.

	<p><u>Training:</u> 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.</p> <p><u>Travel:</u> 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.</p>
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*Specific Requirements*

- Eligibility:** Applicants must have an established law enforcement agency or an existing contract with the Bureau of Indian Affairs (BIA) for law enforcement services or an existing contract with a state or local agency for law enforcement services.

Please use the provided template to build your Purpose Area #1 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>2. Comprehensive Planning Demonstration Project (BJA), CFDA #16.608</b>	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
To engage in comprehensive strategic planning to improve Tribal justice and community wellness and safety.	<p><u>Strategic planning:</u> Engage in a data-informed planning process to develop a written strategic plan that will guide justice system development to promote community wellness and safety. The applicant's strategic plan should identify the priority needs facing the applicant's justice system and outline a detailed, strength-based strategy.</p> <p><u>Equipment:</u> Purchase general office equipment such as computers, fax machines, printers, scanners, etc.</p> <p><u>Training:</u> Work closely with DOJ training and technical assistance providers to receive support for all aspects of the strategic planning process, to include support for facilitating the strategic planning process, forming a strategic planning team, identifying community strengths and resources, defining community challenges, and developing strategies to strengthen the applicant's justice system and promote community wellness and safety.</p> <p><u>Travel:</u> Airfare, lodging, mileage reimbursement, and</p>

	per diem associated with regional and national meetings or strategic planning trainings, including costs associated with DOJ-required trainings.
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Please use the provided template to build your Purpose Area #2 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>3. Justice systems, and alcohol and substance abuse (BJA—Tribal Courts Assistance Program and Indian Alcohol and Substance Abuse Prevention Program), CFDA #16.608</b>	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
<p>To develop, enhance, and continue Tribal justice systems including: alcohol and substance abuse prevention, law enforcement, pretrial services, risk and needs assessment development and implementation, diversion programming, tribal court services, healing to wellness courts, intervention and/or treatment, detention programming, community corrections, reentry planning and programming, justice system infrastructure enhancement, justice system information sharing, etc.</p> <p>To respond to and prevent alcohol- and substance abuse-related crimes.</p> <p>To implement enhanced authorities and provisions under the Tribal Law and Order Act.</p> <p>To develop, implement, and enhance substance abuse prevention and treatment programs including those that prevent and address the needs of drug-endangered children.</p> <p>To engage in comprehensive strategic planning to improve Tribal justice and community safety as it relates to Tribal courts and alcohol and substance abuse.</p>	<p><u>Strategic planning:</u> Developing Tribal Action Plans 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.</p> <p><u>Equipment:</u> 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.</p> <p><u>Prevention:</u> Protecting communities from alcohol and drug use and/or production; Culturally relevant and appropriate substance abuse prevention programs.</p> <p><u>Law Enforcement:</u> Identifying, apprehending, and prosecuting individuals who illegally transport, distribute, and abuse illegal substances in Tribal communities (subject to existing legal authority).</p> <p><u>Tribal Courts:</u> Planning new or enhancing existing Tribal courts, such as peacemaking courts, healing to wellness courts, sentencing circles, and other alternative justice 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; Provision of activities relating to the implementation of provisions of the Tribal Law and Order Act.</p>

	<p><u>Treatment:</u> 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.</p> <p><u>Risk and Needs Assessment:</u> Developing and integrating the use of risk and needs assessment tools into the Tribal justice system decision-making process.</p> <p><u>Diversion and Alternatives to Incarceration:</u> 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.</p> <p><u>Reentry:</u> Developing, implementing and enhancing culturally appropriate reentry programs. Provision of treatment, aftercare, and other reentry supportive services to offenders reentering communities from tribal, local, state, and federal correctional facilities.</p> <p><u>Training:</u> 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.</p> <p><u>Travel:</u> Airfare, lodging, and mileage reimbursement for meeting or training costs related to Purpose Area activities, including costs associated with DOJ-required training.</p>
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Please use the provided template to build your Purpose Area #3

Narrative <http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>4. Corrections and correctional alternatives (BJA—Correctional Systems and Correctional Alternatives on Tribal Lands Program), CFDA #16.596</b>	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
To plan for the construction of new	<u>Justice system planning efforts:</u> Related to

single jurisdiction or regional Tribal correctional facilities or correctional alternative facilities associated with the incarceration and/or rehabilitation of juvenile and/or adult offenders. Planning projects should focus on planning for the construction of a new facility rather than requesting funds for the actual construction of new facilities.

To engage in comprehensive justice system strategic planning to improve Tribal justice and community safety.

To renovate or construct 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 and/or adult offenders.

To develop and implement correctional alternatives.

**Important Note:** Applicants seeking to use grant funds for full-scale construction of secured correctional/detention facilities and multi-purpose justice centers should describe any additional resources that may be leveraged to complete the construction project. As a result of funding full-scale construction for secure detention facilities in the past, 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 (i.e., federal, Tribal, etc.) to complete full-scale construction of secure detention facilities.

constructing and renovating facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to Tribal jurisdiction; Related to the development and implementation of correctional alternatives to meet the needs of the Tribe's population; Comprehensive strategic planning.

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

Other costs associated with construction or renovation of a facility: 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 build or renovate facilities and associated infrastructure; Furniture, surveillance cameras, or other items affixed or integral to the facility; Facility maintenance; Contracts with private entities to increase the efficiency of the construction of Tribal jails; and staff housing.

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

Note: FY 2012 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 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

request to BIA for staffing, operations, and maintenance of the proposed facility renovation or planned construction. Applicants should describe the development of a renovation or construction 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, renovated, or constructed. A Tribe may submit, by authorizing resolution or other equivalent form of legal documentation, a commitment to fund future staffing, maintenance, and operation of the facilities renovated or constructed in lieu of BIA funding support letters, if the Tribe chooses to be responsible for this ongoing cost.

- Applicants should describe how the project would develop, maintain, or enhance an existing Strategic Planning Advisory Board representing key stakeholders and decision makers in the Tribe, including representatives from Tribal government, criminal justice systems, treatment/health/mental health components, social/family-related services and community groups, local service providers, businesses, community-based organizations, faith-based service providers, media, and individuals within the proposed project's target population. An applicant may elect to establish only one Advisory Board for multiple Purpose Areas if the members include appropriate representation required for individual Purpose Areas.
- Applicants receiving planning grants under Purpose Area #4 will be required to attend Purpose Area #4 specific training in addition to the required CTAS Orientation training.

Please use the provided template to build your Purpose Area #4 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>5. Provide direct intervention and related assistance to victims of sexual assault (OVW—Tribal Sexual Assault Services Program – TSASP), CFDA #16.587</b>	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
<p>To provide direct intervention and related assistance for victims of sexual assault.</p> <p>To serve adult, youth, and child victims, as well as family and household members of victims and those collaterally affected by the victimization (except for the perpetrator).</p>	<p><u>Staffing:</u> Salary and fringe benefits for: advocates, counselors, volunteer coordinators, manager positions to oversee staff, and any other position that provides or oversees staff providing direct assistance to victims of sexual assault. Individuals contracted to provide direct services to victims such as short-term individual counseling or support groups.</p> <p><u>Victim Services:</u> Hotlines; 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.</p> <p><u>Travel:</u> Mileage reimbursement, air travel, lodging, per diem associated with providing services to victims or attending OVW technical assistance trainings. Travel would also be allowable for</p>

	<p>attending meetings with other professionals for the purposes of coordinating services for victims.</p> <p><u>Outreach:</u> Materials such as brochures, posters, information packets, television/radio or other media spots.</p> <p><u>Equipment &amp; Supplies:</u> Computers, cell phones, telephones, pagers, printers, fax machines, copiers, and other similar items; office supplies and office furniture for staff.</p> <p><u>Cultural and Traditional Practices:</u> Applicants are encouraged to incorporate cultural and traditional practices, 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 in proposed activities.</p>
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*Specific Requirements*

- Confidentiality:** In accordance with 42 U.S.C. 13925(b)(2), applicants receiving OVW funding, and their subgrantees, must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety.
- Unallowable Activities:** The purpose of Tribal Sexual Assault Services Program funds is to provide core sexual assault services and related assistance to victims of sexual violence including, but not limited to, traditional healing methods, advocacy, crisis intervention, supportive short term counseling (group and individual), and accompanying the victim through the criminal justice system, medical treatment, and other social services. Prevention education efforts, training of other professionals, media campaigns, and criminal justice activities (e.g., developing criminal code) are **not allowable**.
- Travel Budget Requirement:** Applicants should budget \$15,000 in travel over the course of the project for OVW technical assistance, which includes at least two required DOJ-sponsored trainings. Applicants from Alaska should budget \$20,000.

Please use the provided template to build your Purpose Area #5 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>6. Enhance responses to violence committed against Indian women and girls (OVW—Violence Against Women Tribal Governments Program – TGP), CFDA #16.587</b>	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
To decrease the number of violent crimes	<u>Strategic Planning:</u> Comprehensive strategic

<p>(sexual assault, domestic violence, dating violence, stalking) committed against Indian women and girls.</p> <p>To help Indian Tribes use their sovereign authority to respond to crimes of violence against Indian women and girls.</p> <p>To make sure that people who commit violent crimes against Indian women are held responsible for their actions.</p>	<p>planning to develop and enhance governmental strategies to increase the safety of Indian women.</p> <p><u>Staffing:</u> 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.</p> <p><u>Victim Services:</u> Providing services to victims of domestic violence, sexual assault 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.</p> <p><u>Criminal Justice Interventions:</u> Strengthening the Tribal criminal justice system's response to domestic violence, dating violence, sexual assault, 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</p>
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necessary to implement enhanced sentencing under the federal Tribal Law and Order Act (TLOA).

Training & 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/newspaper articles, PSAs, radio/TV ads, videos, fact sheets; Curriculum development, training, community teaching, training, and awareness efforts; 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, stalking and teen dating violence.

Equipment & Supplies: Equipment such as digital cameras; video cameras; general office equipment including computers, printers, fax machines, scanners; office furniture for project staff; furnishings and security systems 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, etc.; supplies such as rape kits; general office supplies; postage; supplies necessary to create brochures, posters, fliers, resource manuals, training manuals, etc.; materials for traditional arts and crafts.

Cultural and Traditional Practices: Applicants are encouraged to incorporate cultural and traditional practices, 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, in proposed activities.

*Specific Requirements*

**Confidentiality:** In accordance with 42 U.S.C. 13925(b)(2), applicants receiving OVW

funding, and their subgrantees, must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety.

- Eligibility Exception [only for Purpose Area #6]:** An organization may apply that is acting as the **authorized designee** of a federally-recognized Indian Tribe. If the applicant is a **Tribal designee** under Purpose Area #6, 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, sufficient to demonstrate authority for the application, contain authorizing signature(s), and submitted by the application's due date.**
- 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. Additionally, 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. Examples of activities which are discouraged (and for which points will be deducted) are 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.
- 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 of this solicitation. Applicants from Alaska must budget \$25,000.

Please use the provided template to build your Purpose Area #6 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>7. Victims of Crime (OVC – Children’s Justice Act Partnerships for Indian Communities), CFDA #16.582</b>	
<i>Goal and Objectives</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
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.	<u>Staffing:</u> 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.
Objectives: 1. To improve the investigation,	<u>Coordination/Outreach/Awareness:</u> Funding can be

<p>prosecution and overall handling of cases of child abuse, child sexual abuse, and severe physical abuse.</p> <p>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.</p> <p>3. To establish multidisciplinary teams and provide training in order to reinforce protocols for reporting, investigating, and prosecuting child abuse and neglect.</p> <p>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.</p> <p>5. To develop a Strategic Plan and Logic Model to: set priorities, allocate resources, and determine the best direction for the program's future.</p>	<p>used to support meetings, community forums, development and distribution of protocols/manuals, policies, tribal codes, PSAs, posters, brochures, fact sheets, etc.</p> <p><u>Needs Assessment/Strategic Plan/Logic Model:</u> 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.</p> <p><u>Comprehensive Victim Assistance:</u> Funding must be used to provide comprehensive victim assistance services that may be provided to include, but not limited to, the following: group counseling; emergency food, prorated rent and telephone services, transportation cost for victims, and training law enforcement personnel who handle child sexual abuse cases; and, cultural and traditional practices, such as: talking circles, healing ceremonies, gatherings for victims, survivors, family and community members, etc.</p> <p><u>Travel:</u> Airfare, lodging, and mileage reimbursement for meeting or training costs related to Purpose Area activities, including costs associated with DOJ-required training or meetings.</p> <p><u>Equipment &amp; Supplies:</u> General office equipment such as computers, fax machines, printers, scanners, office furniture. Supplies include but are not limited to, general office supplies, postage and other supplies necessary to create outreach material such as posters, resource manuals, flyers, etc.</p> <p><u>Training:</u> Funding can be used to support training on the investigation and prosecution of child abuse and child sexual abuse, as well as victim assistance services.</p>
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*Specific Requirements*

The Children's Justice Act Partnerships for Indian Communities Continuation Grant Program (Victims of Crime Act of 1984, Section 1402(g), 42 U.S.C. 10601(g) supports demonstration projects in American Indian/Alaska Native (AI/AN) communities for the purpose of improving 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.

**Purpose Area Narrative:** Applicants must provide detailed plans for conducting a needs assessment and developing a strategic plan and logic model in order to effectively respond to

children who are victims of child abuse, sexual abuse, and severe physical abuse. Additionally, applicants must discuss the following as it relates to providing comprehensive and coordinated multidisciplinary responses to child abuse victims and their families and providing trauma-informed, culturally competent holistic services to child abuse victims and their families: (1) nature and scope of the identified problem(s); (2) existing response to child abuse victims, including policies, practices, protocols, and interventions or activities to address child abuse victims' needs; (3) approaches to address gaps in service and enhance community capacity to serve all victims of child abuse; (4) existing data collection efforts and gaps among collaborating agencies; (5) needs for training and technical assistance; (6) plans for providing comprehensive services (Note: applicants are not prohibited from delivering victim services while conducting needs assessment and developing strategic plan and logic model); (7) plans for developing the proposed program in partnership with the community and key stakeholders; (8) commitment to work with the TTA provider and OVC; (9) the project organization and community collaboration structure to support successful project planning, implementation, communication, and coordination; (10) how the applicant will work with the TTA provider to define and measure the project's success; and (11) challenges to sustaining the project beyond grant funding and strategies for meeting those challenges.

- 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. No more than 50% of an award may be used for salary and fringe benefits.

Please use the provided template to build your Purpose Area #7 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>8. Victims of Crime (OVC – Comprehensive Tribal Victim Assistance Program), CFDA #16.582</b>	
<i>Goal and Objectives</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
<p>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 community, and 2) provides trauma-informed, culturally competent holistic services to victims of crime, family, and community.</p> <p>Objectives:</p> <ol style="list-style-type: none"> <li>1. To work collaboratively with community and key stakeholders (tribal, local, state, federal) to achieve a victim-centered response.</li> <li>2. To identify critical needs of crime victims and gaps in the existing community</li> </ol>	<p><u>Staffing:</u> Funding supports personnel who provide and oversee staff providing direct victim assistance to victims of crime, i.e., 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, etc. All personnel must be clearly linked to victim assistance program activities.</p> <p><u>Coordination/Outreach/Awareness:</u> Funding can be used to support meetings, community forums, development and distribution of protocols, policies, tribal codes, PSAs, posters, brochures, fact sheets, etc.</p> <p><u>Needs Assessment/Strategic Plan/Logic Model:</u> Funding can be used for activities associated with conducting a needs assessment and developing a</p>

<p>response.</p> <p>3. To develop a Strategic Plan and Logic Model to: set priorities, allocate resources, and determine the best direction for the program's future.</p> <p>4. To implement the enhanced program as enumerated in the Strategic Plan and Logic Model.</p> <p>5. To establish data collection procedures to measure the implementation and impact of the program.</p> <p>6. To document promising practices so they may be shared and potentially replicated in other communities nationwide.</p> <p>7. To work collaboratively with a technical assistance provider and other grantees throughout the life of the project.</p>	<p>strategic plan and logic model, to include paying for contract services to help accomplish this required task.</p> <p><u>Comprehensive Victim Assistance:</u> 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, etc.</p> <p><u>Travel:</u> Airfare, lodging, and mileage reimbursement for meeting or training costs related to grant activities, including costs associated with DOJ-required training or meetings.</p> <p><u>Equipment &amp; Supplies:</u> Purchase of 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.</p> <p><u>Training:</u> Funding can be used to support training specific to victim assistance, training and technical assistance conferences, seminars, classes, and program staff professional development, etc.</p>
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## Specific Requirements

- Purpose Area Narrative:** Applicants must (1) describe plans to develop a new program or use funds to enhance and sustain an existing victim assistance program; and (2) must identify how the proposed program will support related program-focus areas that may include: elder abuse, child abuse\*, homicide, gang violence, youth violence, human trafficking, sexual assault, domestic violence, battery and assault, identity theft, hate crimes, and/or driving under the influence of alcohol or other drug. For larger and more established communities, focusing on a limited set of purpose areas will be critical to insure efficacy. Smaller communities may have a broader focus to the delivery of services, particularly if few—if any—victims' services currently exist. Applicant must provide a detailed justification for focusing on particular areas and how these proposed plans will impact the identified need.

*\*Applicants may apply for funding under CTVAP that focuses on child abuse; however, if an applicant also submits an application for funds under the CJA purpose area, each application must describe how each separate effort will enhance the other and not duplicate proposed efforts.*

- Applicants must provide detailed plans for conducting a needs assessment\*\* and developing a strategic plan and logic model in order to effectively develop a coordinated collaborative multidisciplinary response to victims of crime, their families and community and provide trauma-informed, culturally competent holistic services to victims of crime, family and community. Additionally, applicants must describe how they will address the following as it relates to the identified focus area(s): (1) nature and scope of the identified problem(s); (2) response to victims, including policies, practices, protocols, and interventions or activities to address victims' needs; (3) approaches to address gaps in service and enhance community capacity to serve all victims of crime; (4) existing data collection efforts and gaps among collaborating agencies; (5) needs for training and technical assistance; (6) plans for providing comprehensive services (Note: applicants are not prohibited from delivering victim services while conducting needs assessment and developing strategic plan and logic model); (7) plans for developing the proposed program in partnership with the community and key stakeholders; (8) commitment to work with the TTA provider and OVC; (9) the project organization and community collaboration structure to support successful project planning, implementation, communication, and coordination; (10) how the applicant will work with the TTA provider and OVC to define and measure the project's success; and (11) challenges to sustaining the project beyond grant funding and strategies for meeting those challenges.

*\*\* Upon completion of the formal needs assessment, applicants may elect to shift the focus of the program if the needs assessment reveals resources would be better used for a different focus. For example, if the applicant identifies victims of youth gang violence in the original application submission but determines—based on the outcome of the needs assessment—that resources are better focused to address sexual assault, the grant can request a change of focus after consultation with OVC. Any program changes are dependent on successfully receiving funding from OVC.*

- Budget:** This Purpose Area is designed to support comprehensive and coordinated multi-disciplinary responses and victim assistance. Therefore, the applicant should be sure that at least 50% of the funding supports comprehensive victim assistance needs.

Please use the provided template to build your Purpose Area #8 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>9. Juvenile justice (OJJDP—Tribal Juvenile Accountability Discretionary Program - TJADG), CFDA #16.731</b>	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
<p>The overall goal of TJADG is to develop and implement programs that increase accountability for delinquent tribal youth and strengthen tribal juvenile justice systems.</p> <p>Tribes may choose one or more of the objectives provided below; however, tribes are only required to choose one.</p> <p>To develop, implement, and administer graduated sanctions for juvenile offenders.</p> <p>To build, expand, renovate, or operate temporary or permanent juvenile correction, detention, or community corrections facilities.</p> <p>To hire juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders to promote the effective and expeditious administration of the juvenile justice system.</p> <p>To hire additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced.</p> <p>To provide funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to help prosecutors identify and expedite the prosecution of violent juvenile offenders.</p> <p>To establish and maintain training programs for law enforcement and other court personnel with respect to preventing</p>	<p><u>Staffing:</u> Salary and fringe benefits for positions to support implementation of the program and oversee staff that provide direct assistance to youth participants; Consultant and contract services for professional support and for evaluation.</p> <p><u>Equipment and Supplies:</u> 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 supplies necessary to create outreach materials such as posters, flyers, etc.</p> <p><u>Construction:</u> Construction costs to build, expand, renovate, or operate temporary or permanent juvenile correction, detention, or community corrections facilities. With respect to the cost of constructing juvenile detention or correctional facilities only, the federal share of a grant received under this Purpose Area may not exceed 50 percent of approved costs. (see “Specific Requirements” section below)</p> <p><u>Travel:</u> Airfare, lodging, and mileage reimbursement for meeting or training costs related to Purpose Area activities, including costs associated with DOJ-required training (see “Specific Requirements” below).</p> <p><u>Strategic Planning:</u> Comprehensive planning for Tribal justice systems to serve juveniles.</p>

and controlling juvenile crime.

To establish juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.

To establish drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders.

To establish and maintain a system of juvenile records designed to promote public safety.

To establish and maintain interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.

To establish and maintain accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.

To establish and maintain programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders.

To establish and maintain accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyberbullying, and gang prevention programs.

To establish and maintain restorative justice programs.

To establish and maintain programs to

enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

To hire detention and corrections personnel, and establish and maintain training programs for such personnel, to improve facility practices and programming.

To establish, improve, and coordinate pre-release and post-release systems and programs to facilitate the successful reentry of juvenile offenders from state and local custody in the community.

To engage in comprehensive strategic planning for Tribal justice systems to improve juvenile justice.

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

#### *Specific Requirements*

- Budget:** A grant made under this Purpose Area may not exceed 90 percent of the total costs of the project being funded, including any funds the recipient sets aside for program administration. The applicant should identify the source of the 10 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. (Note: With respect to construction projects (only), a grant under this Purpose Area may not exceed 50% of approved total costs. Applicants must satisfy the match requirement for construction costs with cash only.) The formula for calculating this match requirement can be found at [www.tribaljusticeandsafety.gov](http://www.tribaljusticeandsafety.gov).
- Trust Fund:** The recipient of grant funds under this Purpose Area must establish an interest-bearing trust to deposit program-related funds. A trust fund is defined as an interest-bearing account specifically designated for this Purpose Area. The recipient of grant funds should use the amounts in the trust fund (including interest) during a period not to exceed 36 months from the date of the award. Grant recipients may use trust funds for purposes within the scope of the approved program and for authorized program administration purposes.
- Strategic Planning Period:** these grants require a dedicated planning period at the start of the start of the grant award. Awardees will be required to form an advisory committee, travel to a strategic planning training, and submit a comprehensive plan for implementation of their program.
- Travel:** In addition to budgeting for travel costs associated with the trainings identified in the “Budget Detail Worksheet and Narrative” section of this solicitation (page 7), applicants must also budget travel for attendance at: 1) one 3-day strategic planning session for up to 5 people (for budgeting purposes, please use Washington, DC, as the location of this meeting); and 2) two 3-day regional training sessions for 2 people. See the GSA website for determining

allowable per-diem travel cost: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).

- Other:** Recipients of grants funds may also 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/>.

Please use the provided template to build your Purpose Area #9 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

<b>10. Tribal youth program (OJJDP – Tribal Youth Program – TYP), CFDA #16.731</b>	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
<p>The Tribal Youth Program (TYP) is part of the Indian Country Law Enforcement Initiative, a joint initiative of DOJ and the U.S. Department of Interior to improve law enforcement and the administration of criminal and juvenile justice in Indian Country. OJJDP's TYP supports and enhances tribal efforts to prevent and control juvenile delinquency and strengthen the juvenile justice system for American Indian/Alaska Native youth.</p> <p><b>Note:</b> The population of youth served under this grant must not include youth who are age 18 or older.</p>	<p><u>Staffing:</u> Staffing and fringe benefits for positions to support implementation of program and oversee staff who provide direct assistance to youth participants.</p> <p><u>Strategic Planning:</u> Comprehensive planning for Tribal justice systems to serve juveniles.</p> <p><u>Equipment:</u> Computer hardware and software for Internet access and e-mail capability, cell phones, telephones, pagers, printers, fax machines, copiers, as needed for program implementation (<b>Note:</b> Applicants are encouraged to budget for one computer system with Internet access and e-mail capability, if one system is not already available); General office supplies, postage, and other supplies necessary to create outreach materials such as posters, flyers, etc.</p> <p><u>Training:</u> 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; Mileage reimbursement, air travel, lodging, and per diem associated with mandatory training.</p> <p><u>Travel:</u> Airfare, lodging, and mileage reimbursement associated with DOJ-required training. See "Specific Requirements" below. See the GSA web site for determining allowable per-diem travel cost: <a href="http://www.gsa.gov/portal/category/21287">www.gsa.gov/portal/category/21287</a>.</p> <p>Priority areas eligible for funding include the areas</p>

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, including risk factor identification, anti-gang education, youth gun violence reduction programs, truancy prevention programs, school dropout prevention programs, afterschool programs, and parenting education programs.
2. Interventions for court-involved Tribal youth, including graduated sanctions, restitution, diversion, home detention, foster and shelter care, and mentoring.
3. Alcohol and drug abuse prevention programs and prevention services including drug and/or alcohol education, counselors, drug testing, and screening.
4. Mental health program services, including development of comprehensive screening tools, crisis intervention, intake assessments, therapeutic services for co-occurring mental health and substance abuse disorders, drug testing, fetal alcohol syndrome screening, counseling, referral services, and placement services.
5. 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.
6. Development and implementation of trauma-informed systems of care for programs and services that address child protection issues and interventions that address the effects and issues of childhood trauma.
7. Development and implementation of Tribal best practices and traditional healing methods to support Tribal youth.
8. Prevention and intervention services to teach native girls culturally appropriate skills needed to resist substance abuse, prevent teen pregnancy, prevent sexual abuse, foster positive relationships with peers and adults, learn self-advocacy, and build pro-social skills.

Tribal Courts and Juvenile Detention Centers:

Priority areas include:

1. Improvements to the Tribal juvenile justice

- system including the development and implementation of indigenous justice strategies.
2. Tribal juvenile codes.
  3. Tribal youth courts, Tribal juvenile drug courts, intake assessments, advocacy programs, and gender-specific programming and enhancing juvenile probation services and/or reentry programs.
  4. Services for youth residing within Tribal juvenile detention centers or soon to be released from such a center such as risk and needs assessments, educational and vocational programming, mental health services, substance abuse programs, family strengthening, recreational activities, and extended reentry aftercare to help successfully reintegrate the youth into the Tribal community.
  5. Address existing data systems, advance green technology and environmentally sustainable activities, and improve reporting capacity.
  6. Implement, monitor, and maintain Tribal juvenile detention standards.

**Tribal Law and Order Act (TLOA):** Funding is available to be used for activities outlined in TLOA such as Tribal Action Plan-type strategic planning and necessary juvenile court enhancements to take advantage of the enhanced sentencing authority or juvenile code development.

*Specific Requirements*

- Travel:** In addition to budgeting for travel costs associated with the trainings identified in the “Budget Detail Worksheet and Narrative” section of this solicitation (page 7), applicants should also budget travel for attendance at: 1) one 3-day strategic planning session for up to 5 people; and 2) two 3-day regional training sessions for 2 people.
- Strategic Planning Period:** These grants require a dedicated planning period at the start of the start of the grant award. Awardees will be required to form an advisory committee, travel to a strategic planning training, and submit a comprehensive plan for implementation of their program.
- Other:** Recipients of grant funds may also 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/>.

Please use the provided template to build your Purpose Area #10 Narrative

<http://justice.gov/tribal/ctas2012/narrative-profile-template.pdf>

## II. Amount and Length of Awards

All project start dates should be on or after September 1, 2012. 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)	\$27 million	Approximately 50 awards; approximately \$450,000-\$1,000,000 per award.  Awards are based on several factors, including the current sworn force strength of the Tribal agency.	3 years
2. Comprehensive Planning Demonstration Program (BJA)	Up to \$375,000	Approximately 3-5 awards; approximately \$75,000 per award.	18 months
3. Justice systems, and alcohol and substance abuse (BJA)	\$16.8 million	Approximately 25-35 awards; approximately \$250,000-750,000 per award, including 2-4 awards for developing and implementing correctional alternatives.	3 years
4. Corrections and correctional alternatives (BJA)	\$7.5 million	Estimated 2-4 awards for Planning grants, approximately \$150,000 per award; estimated 2-4 awards for Renovation/Construction grants, approximately \$1 million per award; estimated 1-2 Renovation/Construction grants for regional facility (detention, multi-purpose justice center, correctional alternative), approximately \$2-\$4 million per award.	3 years
5. Tribal Sexual Assault Services Program (OVW)	\$3.8 million	Approximately 12 awards; up to approximately \$300,000 per award.	3 years

6. Violence Against Women Tribal Governments Program (OVW)	\$32 million	<p>Approximately 60 awards</p> <p>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.</p> <p>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.</p> <p>OVW will not consider requests for funding from current grantees that includes costs that will duplicate rather than enhance or sustain staff positions or activities that are already supported by the applicant's current OVW grant award(s).</p>	3 years
7. Children's Justice Act Partnerships for Indian Communities (OVC)	\$1,505,000	Approximately 7 awards; up to approximately \$215,000 per award.	3 years
8. Comprehensive Tribal Victim Assistance Program (OVC)	\$3.6 million	<p>Approximately 8 Awards; up to approximately \$450,000 per award.</p> <p>Estimated 4 awards for new program; estimated 4 awards for enhancing existing programs and services.</p>	3 years
9. Juvenile justice (OJJDP)	Under \$1.0 million	Estimated 2-3 awards; approximately \$250,000-\$300,000 per award.	3 years
10. Tribal youth program (OJJDP)	\$ 8 million	Approximately 12-15 awards; approximately \$300,000-\$500,000 per award.	3 years

### III. Additional Budget 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](http://www.justice.gov/tribal).

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus 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 (currently \$197,670). The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher 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/her qualifications and expertise, and for the work that is to be done.

#### **IV. Performance Measures**

To assist in fulfilling the Department'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 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
<p><b>Overarching objective:</b> Improve the grant planning and application processes for Department of Justice Tribal grant applicants.</p>	<p>Number of collaborative partners involved in the comprehensive planning stage.</p>	<p>Number of collaborative partners involved in the comprehensive planning stage (please specify by type).</p>
<p><b>Purpose Area #1:</b> Public safety and community policing (COPS)</p>	<p>Effectiveness rating of COPS grant resources in increasing the community policing capacity of grantees.</p> <p>Effectiveness rating of COPS grant resources in increasing the technological capacity of grantees.</p>	<p>Annual progress reports providing an overview of grant purchases/implementation and implementation of community policing strategies.</p>
<p><b>Purpose Area #2:</b> Comprehensive planning pilot program (BJA)</p>	<p>Development of a comprehensive plan for tribal justice safety and wellness</p>	<p>Periodic progress reports providing an overview of community assessment, coordination, and development of a written plan.</p>
<p><b>Purpose Area #3:</b> Justice systems, and alcohol and substance abuse (BJA)</p>	<p>Percent increase in the number of cases handled by Tribal courts.</p> <p>Number of full-time equivalent (FTE) judicial and other court positions created or funded under the grant award.</p> <p>Percent reduction in the number of arrests for crimes where alcohol or substance abuse was a factor.</p> <p>Percent increase in number of individuals receiving treatment services as a result of this</p>	<p>Number of cases filed in the court during the prior period.</p> <p>Number of cases filed in the court during the current reporting period.</p> <p>Number of judicial and other court positions created as a result of the grant during the reporting period.</p> <p>Number of arrests for crimes where alcohol or substance abuse was a factor for the period prior to grant funding.</p> <p>Number of arrests for crimes where alcohol or substance abuse was a factor for the current reporting period.</p> <p>Number of individuals receiving treatment services for the period prior to grant funding.</p>

	<p>program.</p> <p>Percent increase in number of participants at Tribal community prevention trainings.</p>	<p>Number of individuals receiving treatment services as a result of this program during the current reporting period.</p> <p>Number of participants at Tribal community prevention trainings during the period prior to grant funding.</p> <p>Number of participants at Tribal community prevention trainings during the current reporting period.</p>
<p><b>Purpose Area #4:</b> Corrections and correctional alternatives (BJA)</p>	<p>Percent of Master Planning Checklist milestones completed during the reporting period.</p> <p>Number of programs (by type) implemented or enhanced as a result of facility renovation or construction.</p>	<p>Number of Master Planning Checklist milestones.</p> <p>Number of Master Planning Checklist milestones completed during the reporting period (please specify).</p> <p>Number of programs (by type) implemented or enhanced as a result of facility renovation or construction.</p>
<p><b>Purpose Area #5:</b> Tribal sexual assault services program (OVW)</p>	<p>Percent of victims requesting services who received them.</p> <p>Number and type of FTEs funded.</p> <p>Type of services provided to victims.</p>	<p>Number of victims requesting and receiving services.</p> <p>Number of FTEs funded during the reporting period.</p> <p>Type of FTEs funded.</p> <p>Type of services provided to victims.</p>
<p><b>Purpose Area #6:</b> Violence Against Women Tribal governments program (OVW)</p>	<p>Number of professionals trained to respond to domestic violence, dating violence, sexual assault, and stalking.</p> <p>Percent of victims requesting services who received them.</p>	<p>Number of professionals trained to respond to domestic violence, dating violence, sexual assault, and stalking.</p> <p>Number of victims requesting and receiving services.</p>

<p><b>Purpose Area #7:</b> Children's Justice Act Partnerships for Indian Communities (OVC)</p>	<p>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.</p> <p>Percent increase in the number of child abuse/sexual abuse prosecutions at the tribal, state, and federal levels.</p>	<p>Number of child abuse cases investigations initiated.</p> <p>Number of prosecutions.</p>
<p><b>Purpose Area #8:</b> Comprehensive tribal victim assistance program (OVC)</p>	<p>Number of partners that participate and contribute to grant activities.</p> <p>Percent of victims requesting services who received them.</p> <p>Number of services provided, by type.</p>	<p>Number of partners that participate and contribute grant activities.</p> <p>Number of victims requesting and receiving services.</p> <p>Number of services provided, by type.</p>
<p><b>Purpose Area #9:</b> Juvenile justice (OJJDP)</p>	<p>Number of juvenile offenders who receive graduated sanctions.</p> <p>Percentage of training participants who rated the training as satisfactory or better.</p>	<p>Number of juvenile offenders who receive graduated sanctions.</p> <p>Number of training participants and number who rated the training as satisfactory or better.</p>
<p><b>Purpose Area #10:</b> Tribal youth program (OJJDP)</p>	<p>Number of program youth and/or families served.</p> <p>Percent of program youth who offend or reoffend (arrested/rearrested).</p> <p>Percent of program youth and/or families exhibiting desired change in targeted behaviors (i.e., substance use, antisocial behavior, truancy, gang involvement, etc.).</p>	<p>Number of program youth and/or families served.</p> <p>Number of program youth who offend or reoffend.</p> <p>Number of program youth and/or families exhibiting desired change in targeted behaviors.</p>

## F. Application Review and Evaluation Process

Applications should include all items listed on page 3 in “What an Application Should Include” and noted on the “Application Checklist” (section I). Applications will also be reviewed and evaluated based on the responses to the following sections:

- I. Tribal Community & Justice Profile (40%)\*\* (includes executive summary, tribal narrative profile)
- II. Purpose Area Narrative for each Purpose Area the applicant is applying under (40%)\*\*
- III. Project/Program Timeline (5%)
- IV. Budget Detail Worksheet and Narrative including Demographic Form (15%)\*\*
- V. Tribal Authority To Apply Documentation
- VI. Indirect Cost Rate Agreement (if applicable)
- VII. Other Attachments (as needed)

\*\*Items noted by \*\* MUST be included in the application submission in order for the application to proceed to peer review.

DOJ is committed to ensuring a fair and open process for awarding grants. Each grant program office 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 basic minimum requirements. Each grant program office 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 basic minimum requirements will be evaluated, scored, and rated by peer reviewers. Peer reviewers' ratings and any resulting recommendations are advisory only.

Prior to award, applications for potential discretionary awards and cooperative agreements will receive a financial integrity review 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 conducted by DOJ financial officers in consultation with the applicable grant program office. 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.

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 OJP, OVW, or COPS, 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.

## G. How to Apply

Applications are submitted through OJP's Grants Management System ([GMS](#)). [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. 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/](http://www.ojp.usdoj.gov/gmscbt/). If the applicant experiences technical difficulties at any point during this process, e-mail [GMS.HelpDesk@usdoj.gov](mailto: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. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.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](http://www.ojp.usdoj.gov/gmscbt/) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Verify the CCR registration in GMS.** DOJ requests that all applicants verify their CCR 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 CCR 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 2012 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. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information and submit the form in GMS. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields. Access the form at [www.ojp.gov/funding/forms/disclosure.pdf](http://www.ojp.gov/funding/forms/disclosure.pdf).
8. **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, Wednesday, April 18, 2012. Please note that only the final version of an application submitted in GMS will be considered.

**If a Tribe submits more than one application, only one 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 2012 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.

**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."

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

**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."

### **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 contact the GMS helpdesk immediately to create a record of the issue. You must contact the Response Center **within 24 hours after the deadline** and request approval to submit your application. At that time, the Response Center will require you to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After DOJ reviews all of the information submitted as well as contacts the GMS Help Desk to validate the technical issues you reported, DOJ 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.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (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) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS will be posted on [www.justice.gov/tribal](http://www.justice.gov/tribal) .

## H. Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.justice.gov/tribal](http://www.justice.gov/tribal).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- Criminal Intelligence Systems (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 Subaward Reporting System (FSRS)

## I. Application Checklist

Before submitting your application, please address the following:

### Eligibility

- Federally-recognized Tribe; or
- Tribal Consortium
- Organization that is acting as the *authorized designee* of a federally-recognized Tribe (Purpose Area #6 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 Central Contractor Registration (CCR) database. Note: Applicants must update or renew their CCR 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 2012 Coordinated Tribal Assistance;" and
  - Select the Apply On-Line button in the Action Column.

### Application Submission Deadline

- Applications are due by 9:00 p.m. Eastern Time (ET) on Wednesday, April 18, 2012. **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 1-800-421-6770 no later than March 16, 2012 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, Wednesday, April 18, 2012. Please note that only the final version of an application submitted in GMS will be considered.

**If a Tribe submits more than one application, only one 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 2012 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.

### **The Application Contains:**

\_\_\_\_\_ Tribal Community & Justice Profile, comprised of 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 Detail Workbook, Budget Narrative and Demographic Form. The workbook should contain a proposed budget worksheet 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.

\_\_\_\_\_ Tribal Authority to Apply Documentation

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable)

\_\_\_\_\_ Other Attachments as necessary (Letters of Support, Resumes, Job Descriptions for Unfilled Positions, Memoranda of Understanding, Tribal Resolutions, etc.)

See section E (Listing of Purpose Areas) for Specific Application Requirements by Purpose Area.

### **Format for Timeline:**

\_\_\_\_\_ See Timeline template at [www.justice.gov/tribal/ctas2012/Sample-timeline.pdf](http://www.justice.gov/tribal/ctas2012/Sample-timeline.pdf)

Note that the following supporting documents are available at [www.justice.gov/tribal/open-sol.html](http://www.justice.gov/tribal/open-sol.html):

- Timeline template
- Budget detail worksheet and narrative, budget workbook instructions and sample budget worksheet and narrative
- Sample executive summary
- Table of statutory authority
- Information about the Department of Justice and the program offices offering funding through this solicitation
- Calculation of Match Requirements for Purpose Area #9
- Acronyms and Abbreviations
- Frequently asked questions (FAQs)