

Coordinated Tribal Assistance Solicitation – FY 2012

Sample Purpose Area Templates 1-10

Please note: all templates on this web site are **samples only** and **cannot** be edited or filled out. Please use the fillable templates accessible in GMS to build your application.

Bookmarked by

Purpose Area #1 - Public Safety and Community Policing (COPS)

Purpose Area #2 - Comprehensive Planning Demonstration Program Narrative (BJA)

Purpose Area #3 - Justice Systems and Alcohol and Substance Abuse Narrative (BJA)

Purpose Area #4- Corrections and Correctional Alternatives (BJA)

Purpose Area #5 - Tribal Sexual Assault Services Program (OVW)

Purpose Area #6 - Violence Against Women Tribal Governments Program (OVW)

Purpose Area #7 - Victims of Crime - Children's Justice Act Partnerships for Indian Communities (OVC)

Purpose Area #8 - Victims of Crime - Comprehensive Tribal Victim Assistance Program (OVC)

Purpose Area #9 - Juvenile Justice (OJJDP)

Purpose Area #10 - Tribal Youth Program (OJJDP)

Applicant Name:
Purpose Area #1 Public Safety and Community Policing (COPS)

Narrative

Purpose Area #1 Narrative (15-page limit including template text)

Law Enforcement agency to receive proposed funds (if different from the applicant's legal jurisdiction name):		
Law Enforcement Executive:	Phone #:	E-mail:
Law Enforcement agency to receive proposed funds (if different from the applicant's legal jurisdiction name):		
Law Enforcement Executive:	Phone #:	E-mail:

1. Did you receive COPS funding for equipment or hiring in 2010 or 2011?
 Yes No
 - a. If yes, please check the year(s) you received funding.
 2010 2011
 - b. Provide a brief explanation on the progress of the grant(s).
2. Which of the following is your Tribe requesting funding for (check one or both):
 Hiring Equipment
3. Identify one or more specific crime and public safety problems the Tribe plans to address through the proposed grant funding, and describe the problem(s) with as much specificity as possible.
4. Explain how your Tribe prioritized the problem(s) identified as being those that would be addressed through this grant funding.
5. Describe how the grant-funded officers and/or equipment will be used to address the public safety problems identified.
6. If awarded, explain how the Tribe plans to gain a better understanding of each problem, and what additional sources of data are necessary to develop an effective strategy to address these problems.
7. Indicate how the Tribe will initiate or enhance partnerships with public agencies, private organizations, regional law enforcement partnerships, etc.
 - a. How many partnerships will be initiated or enhanced?
 - b. Describe the role these partnerships will play in the implementation of the proposed project.

Applicant Name:

Purpose Area #1 Public Safety and Community Policing (COPS)

8. Identify current government and community initiatives which complement or coordinate with the proposal.
9. Discuss the initial and ongoing level of community support for implementing the proposal, including financial and/or tangible commitments.
10. Describe a long-term strategy and detailed implementation plan that reflects consultation with community groups and appropriate private and public agencies.
11. For each problem, describe in specific terms the desired result or goal. Examples may be the elimination of the problem, or reduction in number of incidents, decreasing the perceived fear of the problem, etc.
 - a. Describe how the Tribe will determine whether the goals of the project have been achieved.
 - b. Describe how data will be collected and assessed to measure the impact of proposed efforts.
12. Identify how the proposed funding will help the Tribe to initiate or enhance its involvement in community policing.
13. Explain what organizational changes in personnel management or agency management may result, if this funding is awarded.
14. How will this organizational change reorient the tribal agency's mission and activities to further institutionalize community policing philosophies and activities in the law enforcement agency?
15. If the Tribe is requesting funding for officers, identify the tribal agency's source of funding and plan to retain grant-hired officers for 12 months after the expiration of the grant.
16. Address the agency's need for financial assistance and the inability of the agency to implement the proposed plan without federal funding.
17. Assess the impact, if any, of the increase in police resources on other components of the criminal justice system.
18. Specify the plans of the Tribe for obtaining necessary support and continuing the proposed program, project, or activities following the conclusion of federal support.
19. If you are requesting funding in multiple Purpose Areas, is the receipt of COPS Purpose Area #1 funding directly related to the implementation of any other Purpose Area being requested? If so, explain.

Applicant Name:

Purpose Area #2 Comprehensive Planning Demonstration Program Narrative

Purpose Area #2 Narrative (15-page limit including template text)

Primary implementing agency (if different from the applicant's legal jurisdiction name):		
Purpose Area Point of Contact:	Phone #:	E-mail:

1. Explain why the Tribe is requesting funding for strategic planning and what the Tribe hopes to accomplish through the strategic planning process.
2. Explain how the Tribe will go about developing its strategic plan. Describe action steps that the Tribe will take to carry out the planning process and produce a written strategic plan. Include a timeline for the 18-month project period.
3. Describe the scope of the strategic planning process and how it is anticipated that the strategic planning process will improve the Tribe's justice system.
4. Identify who is needed to help develop the plan. Include tribal and non-tribal justice-related agencies, community partners, and community members or end-recipients of justice-related services that are anticipated will make up the Tribe's Strategic Planning Advisory Board. Explain why each individual or agency was selected and how they will be involved in the planning process.
5. Describe the management structure, staffing, and in-house or contracted capacity to complete the strategic planning process and produce a written strategic plan.
6. Identify the project coordinator who will be responsible for assuring the successful completion of the written strategic plan. Who will lead the Strategic Planning Advisory Board?
7. Demonstrate that the Tribe's governing body has approved the development of a strategic plan under this grant, or explain what steps will be taken to secure this approval.
8. Explain how the Tribe will know if the strategic planning process has been successful. How will success be measured?
9. Describe how data will be collected and assessed to measure the impact of the strategic planning process (i.e., performance measures). Identify who is responsible for collecting and reporting the data.

Applicant Name:

Purpose Area #2 Comprehensive Planning Demonstration Program Narrative

10.

What will be measured? (e.g., number of agencies interviewed, number of community members surveyed, # of meetings held, # of new partnerships developed, # of formal or informal agreements developed)	How will the information be used to demonstrate or measure success?	Who is responsible for providing the measurement data?

11. Describe the specific steps the Tribe will take to implement the strategic plan once it is completed, including how the Tribe will use collaborative partnerships to sustain the project and seek implementation funding once the federal grant ends.

Applicant Name:

Purpose Area #3 Justice Systems and Alcohol and Substance Abuse Narrative

Purpose Area #3 Narrative (15-page limit including template text)

Primary implementing agency (if different from the applicant's legal jurisdiction name):		
Purpose Area Point of Contact:	Phone #:	E-mail:

1. Describe the focus of the project (i.e., alcohol and substance abuse prevention; law enforcement; pretrial services; risk and needs assessment development and implementation; diversion programming; tribal court services; healing to wellness court, intervention and/or treatment; detention programming; community corrections; reentry planning and programming; justice system infrastructure enhancement; justice system information sharing; etc. Projects may focus on one or more than one area).
 - a. If the project has more than one focus, describe how the different aspects of the project are connected.
2. Describe the project goals and objective.
3. Describe the project's design and implementation strategy.
4. Describe specific tasks and activities that will help accomplish each project goal and objective.
5. Describe how the project will improve the functioning of tribal justice system and/or assist the community in addressing issues related to alcohol and substance abuse or other priorities related community safety and wellness.
6. Describe how the community will be part of the project.
7. Explain how the Tribe plans to address victim safety concerns that may arise from the use of technology, such as protecting victim confidentiality, helping victims create safety plans, and seeking informed consent from victims and offenders.
8. Describe the Strategic Planning Advisory Board, including key stakeholders and decision makers in the Tribe.
9. Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed projects.
10. Describe the project's community collaboration structure:
 - a. How it will ensure successful project planning and/or implementation.
 - b. How will communication and coordination be implemented throughout the project?

Applicant Name:

Purpose Area #3 Justice Systems and Alcohol and Substance Abuse Narrative

11. Identify key community partners and define their roles in the proposed project.
12. Explain how the applicant will know if the program works.
13. How will success be determined and measured?
14. Describe how data will be collected and assessed to measure the impact of proposed efforts:
 - a. How will you meet timelines and deliverables?
 - b. How will you gain feedback from customers and stakeholders?

What will be measured?	Who is responsible for providing the measurement data?	How will the information be used?

15. How will evaluation and/or collaborative partnerships be used to leverage ongoing resources and facilitate a long-term strategy to sustain the project when the federal grant ends?
16. Describe any challenges you anticipate in sustaining the program beyond the grant funding.
17. For applicants who received funding from the FY 2011 CTAS Purpose Area #3 (Justice Systems and Alcohol and Substance Abuse):
 - a. Explain how the activities contained in this proposal enhance your current BJA-funded grant project(s); and
 - b. Explain how the activities contained in this proposal do not duplicate your current BJA-funded grant project(s).

Applicant Name:

Purpose Area #4 Corrections and Correctional Alternatives (BJA)

Purpose Area #4 Narrative (15-page limit including template text)

Primary implementing agency (if different from the applicant's legal jurisdiction name):		
Purpose Area Point of Contact:	Phone #:	E-mail:

1. Identify the project goals and objectives.
2. Provide a detailed description of the project and the strategy that the Tribe will use to implement the project. Indicate whether this will be a single jurisdiction or regional (serving more than one tribal jurisdiction) project.
3. Describe other resources (federal, tribal, state, or other) that will be leveraged to supplement funding request.
4. If requesting Bureau of Indian Affairs (BIA) assistance to meet facility operations and maintenance needs, describe the proposed request to BIA for staffing, operations, and maintenance of the proposed facility renovation or planned construction, and the status of the request.
5. Identify specific tasks and activities that will help accomplish each project goal and objective.
6. Describe the characteristics of the offender population to be addressed by the project to include: the number of offenders currently under supervision; what type of community and institutional corrections supervision is currently being used; what are the primary types of crimes being targeted for reduction by this project; the average length of stay in the current facility or through contracted bed-space outside the community; and what will the expanded capacities be to address the offender population in terms of age and gender.
7. If the Tribe is requesting funds for facility renovation or construction, indicate the security level (non-secure, low, medium, high) of the proposed facility.
8. Describe how the project will improve the functioning of the Tribe's justice system and/or assist the tribal community with addressing issues relating to crime, community and victim safety.
9. Describe how the Tribe will engage the community in the proposed project.

Applicant Name:

Purpose Area #4 Corrections and Correctional Alternatives (BJA)

10. Describe the Strategic Planning Advisory Board, including key stakeholders and decision makers in the Tribe.
11. Describe the management structure, staffing, and in-house or contracted capacity to complete the proposed projects.
12. Describe the project's community collaboration structure:
 - a. How it will ensure successful project planning and/or implementation?
 - b. How will communication and coordination be implemented throughout the project?
13. Identify key community partners and define their roles in the proposed project.
14. Explain how the applicant will know if the program works.
15. How will success be determined and measured?
16. Describe how data will be collected and assessed to measure the impact of proposed efforts:
 - a. How will you meet timelines and deliverables?
 - b. How will you gain feedback from customers and stakeholders?

What will be measured?	Who is responsible for providing the measurement data?	How will the information be used?

17. How will evaluation and/or collaborative partnerships be used to leverage ongoing resources and facilitate a long-term strategy to sustain the project when the federal grant ends?
18. If the goal of this project is to construct or renovate a facility, describe how the completed facility will be operated or maintained.*

Applicant Name:

Purpose Area #4 Corrections and Correctional Alternatives (BJA)

19. Describe any challenges you anticipate in sustaining the program beyond the grant funding.

*Note: Applicants should have a finalized sustainability plan in place for construction or renovation projects at the time of application.

Applicant Name:

Purpose Area #5 Tribal Sexual Assault Services Program – TSASP (OVW)

Purpose Area #5 Narrative (15-page limit including template text)

Name of Agency/Organization That Will Implement the Proposed Project:		
Point of Contact:	Phone #:	E-mail:

1. Explain the specific problems that your Tribe has historically faced with serving adult, youth, and child victims of sexual assault, as well as family and household members of victims and those collaterally affected by the victimization (except for the perpetrator).
2. Describe current or previous efforts to address sexual assault in question #1, and state whether or not they were effective.
3. Describe the current gaps in services for victims of sexual assault and the specific problem(s) identified in items #1 and #2 (above) that will be addressed through this grant application.
4. Identify the goals and objectives of the proposed project that the tribe will accomplish within 36 months. Also provide details about the specific tasks and activities that would be necessary to accomplish each goal and objective.
5. Describe what steps will be taken to protect victim safety and confidentiality as the tribe works to develop and implement the goals and objectives specified in question #4.
6. Identify the following:
 - a. The name of each agency, or ganization, or independent consultant that will be involved with implementing the goals and objectives specified in question #4;
 - b. The names and titles of key individuals from each agency or organization who will be responsible for implementing the goals and objectives specified in question #4;
 - c. Briefly describe each individual’s knowledge of, or experience in, addressing sexual assault; and
 - d. The title of any new position(s) that will be created to staff the project. Identify the agency or organization where the new staff person will work and describe the position’s duties and responsibilities.
7. For applicants who received funding from the FY 2010 CTAS Purpose Area #5 (OVW–Tribal Sexual Assault Program) or FY 2011 CTAS Purpose Area #5 (OVW–Tribal Governments Program - Tribal Sexual Assault Services Program):
 - a. Explain how the activities contained in this proposal enhance your current OVW-funded grant project(s); and
 - b. Explain how the activities contained in this proposal do not duplicate your current OVW-funded grant project(s).

Applicant Name:

Purpose Area #6 Violence Against Women Tribal Governments Program (OVW)

Purpose Area #6 Narrative (15-page limit including template text)

Name of Agency/Organization That Will Implement the Proposed Project:		
Point of Contact:	Phone #:	E-mail:

1. Explain the specific problems that your Tribe has historically faced with serving adult women and adolescent girls who have been the victims of domestic violence, dating violence, sexual assault, or stalking.
2. Describe current and previous efforts to address the problems related to domestic violence, sexual assault, and stalking in item #1, and state whether or not they were effective. Also identify any existing gaps in services for victims.
3. State the specific problem(s) identified in items #1 and #2 (above) that will be addressed through this grant application.
4. Identify the goals and objectives of the proposed project that the tribe will accomplish within 36 months. Also provide details about the specific tasks and activities that would be necessary to accomplish each goal and objective.
5. Describe what steps will be taken to protect victim safety and confidentiality as the tribe works to develop and implement the goals and objectives specified in question #4.
6. Identify the following:
 - a. The name of each agency, or ganization, or independent consultant that will be involved with implementing the goals and objectives specified in question #4;
 - b. The names and titles of key individuals from each agency or organization who will be responsible for implementing the goals and objectives specified in question #4;
 - c. Briefly describe each individual’s knowledge of, or experience in, addressing sexual assault; and
 - d. The title of any new position(s) that will be created to staff the project. Identify the agency or organization where the new staff person will work and describe the position’s duties and responsibilities.
7. Identify how the Tribe will satisfy the collaborative partnership requirement by providing:
 - a. The name(s) of the nonprofit, nongovernmental Indian victim services provider organization, such as a rape crisis center; a nonprofit, nongovernmental tribal sexual assault coalition; or members of the project advisory committee who will serve as the collaborative partner on the proposed project; and
 - b. Briefly describe what role the organization, coalition, or committee played in developing the grant proposal, and what role it would play if the project were selected for funding.

Applicant Name:

Purpose Area #6 Violence Against Women Tribal Governments Program (OVW)

8. For applicants who received funding from the FY 2010 CTAS Purpose Area #6 (OVW–Tribal Governments Program) or FY 2011 CTAS Purpose Area #5 (OVW–Tribal Governments Program - Tribal Sexual Assault Services Program):
 - a. Explain how the activities contained in this proposal enhance your current OVW-funded grant project(s); and
 - b. Explain how the activities contained in this proposal do not duplicate your current OVW-funded grant project(s).

Applicant Name:

Purpose Area #7 Victims of Crime - Children's Justice Act Partnerships for Indian Communities (OVC)

Purpose Area #7 Narrative (15-page limit including template text)

Primary implementing agency (if different from the applicant's legal jurisdiction name):		
Purpose Area Point of Contact:	Phone #:	E-mail:

1. Describe plans to develop a new program or use funds to enhance and sustain an existing program.
2. Identify how the proposed program will support the program.
3. Describe the nature and scope of the identified problem(s).
4. Describe the existing response to child abuse victims, including policies, practices, protocols, and interventions or activities to address victims' needs.
5. Describe existing approaches to address gaps in service and enhance community capacity to serve child abuse victims.
6. Discuss existing data collection efforts and gaps among collaborating agencies.
7. Identify plans for conducting a needs assessment and developing a strategic plan and logic model.
8. Identify plans for improving the investigation, prosecution, and overall handling of cases of child abuse and corresponding victim services.
9. Identify plans for developing the proposed program in partnership with the community and key stakeholders that includes the needs assessment, strategic planning, logic model, and comprehensive victim services.
10. Identify needs for training and technical assistance (TTA).
11. Discuss the commitment to work with the TTA provider and OVC.
12. Discuss the project organization and community collaboration structure to support successful project planning, implementation, communication, and coordination.
13. Describe how you will work with the TTA provider and OVC to define and measure the project's success.
14. Describe how data will be collected and assessed to measure the impact of proposed efforts:

Applicant Name:

Purpose Area #7 Victims of Crime - Children's Justice Act Partnerships for Indian Communities (OVC)

- a. How will you meet timelines and deliverables?
- b. How will you gain feedback from customers and stakeholders?

What will be measured?	Who is responsible for providing the measurement data?	How will the information be used?

15. Discuss the challenges to sustaining the project beyond grant funding and strategies for meeting those challenges.

Applicant Name:

Purpose Area #8 Victims of Crime - Comprehensive Tribal Victim Assistance Program (OVC)

Purpose Area #8 Narrative (15-page limit including template text)

Primary implementing agency (if different from the applicant's legal jurisdiction name):		
Purpose Area Point of Contact:	Phone #:	E-mail:

1. Describe plans to develop a new program or use funds to enhance and sustain an existing victim assistance program.
2. Identify how the proposed program will support the identified related program-focus areas.
3. Describe the nature and scope of the identified problem(s).
4. Describe the existing response to victims, including policies, practices, protocols, and interventions or activities to address victims' needs.
5. Describe existing approaches to address gaps in service and enhance community capacity to serve all victims of crime.
6. Discuss existing data collection efforts and gaps among collaborating agencies.
7. Identify plans for conducting a needs assessment and developing a strategic plan and logic model.
8. Identify plans for providing comprehensive victim services.
9. Identify plans for developing the proposed program in partnership with the community and key stakeholders that includes the needs assessment, strategic planning, logic model, and comprehensive victim services.
10. Identify needs for training and technical assistance (TTA).
11. Discuss the commitment to work with the TTA provider and OVC.
12. Discuss the project organization and community collaboration structure to support successful project planning, implementation, communication, and coordination.
13. Describe how you will work with the TTA provider and OVC to define and measure the project's success.
14. Describe how data will be collected and assessed to measure the impact of proposed efforts:
 - a. How will you meet timelines and deliverables?
 - b. How will you gain feedback from customers and stakeholders?

Applicant Name:

Purpose Area #8 Victims of Crime - Comprehensive Tribal Victim Assistance Program (OVC)

What will be measured?	Who is responsible for providing the measurement data?	How will the information be used?

15. Discuss the challenges to sustaining the project beyond grant funding and strategies for meeting those challenges.

Applicant Name:
Purpose Area #9 Juvenile Justice (OJJDP)

Purpose Area #9 Narrative (15-page limit including template text)

Primary implementing agency (if different from the applicant’s legal jurisdiction name):		
Purpose Area Point of Contact:	Phone #:	E-mail:

1. Goals and Objectives:

- a. Describe the overall goal of the project and the specific objectives and how they relate to the goals and objectives outlined on page 22 for this purpose area.
- b. Describe the target population to be served and what issues will be addressed.
- c. Describe how the project will increase accountability for delinquent tribal youth and strengthen tribal juvenile justice systems.

2. Project design and implementation:

- a. Describe specific tasks and activities that will help accomplish each project goal and objective.
- b. **Management, staffing, and capacity:**
- c. Describe how the community will collaborate with the project to achieve the overall goal.
- d. Identify key community partners:
 - i. Define their roles in the proposed project.
- e. This grant requires the ongoing involvement of a Strategic Planning Advisory Board that will work closely with the project (see “Specific Requirements” section). This advisory board can be one that already exists or one that is newly developed. Describe your proposal for including key stakeholders and decision makers in the Tribe into your Strategic Planning Advisory Board.
- f. Describe how the staffing and partnerships will ensure successful project planning and/or implementation.
- g. Describe how communication and coordination will be implemented throughout the project.

3. Performance measurement: Describe how the applicant will know if the program works and how success will be determined and measured:

- a. Describe how data will be collected and assessed to measure the impact of proposed efforts:

Applicant Name:

Purpose Area #9 Juvenile Justice (OJJDP)

- i. What will be measured?
 - ii. How will data be collected?
 - iii. Who is responsible for collecting the data?
 - b. Describe how you will meet timelines and deliverables.
 - c. Describe how you will gain feedback from tribal and community leaders, youths, families, and community members who are key stakeholders in your program.
- 4. Sustainability:** Describe how evaluation, collaborative partnerships, or other methods will be used to leverage ongoing resources and facilitate a long-term strategy to sustain the project when the federal grant ends.
- a. Describe any challenges you anticipate in sustaining the program beyond the grant funding.

Applicant Name:
Purpose Area #10 Tribal Youth Program (OJJDP)

Purpose Area #10 Narrative (15 page limit including template text)

Primary implementing agency (if different from the applicant’s legal jurisdiction name):		
Purpose Area Point of Contact:	Phone #:	E-mail:

1. **Goals and Objectives:** Describe the project’s goals and objectives:
 - a. Describe the overall goal of the project and the specific objective or objectives and how they relate to the goals and objectives outlined on page 25 for this purpose area. (See TYP priority areas.)
 - b. Describe the target population to be served and what issues will be addressed.
 - c. Describe how the project will provide juvenile delinquency prevention services and support the ability of Tribes to respond to, and care for, juvenile offenders; to encourage the accountability of tribal governments to prevent juvenile delinquency and respond to it; to care for juvenile offenders; and/or to increase accountability for delinquent tribal youth and strengthen tribal juvenile justice systems.

2. **Project design and implementation:** Describe the project’s design and implementation strategy, including the specific activities:
 - a. Describe specific tasks and activities that will help accomplish each project goal and objective.

3. **Management, staffing, and capacity:** Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed projects:
 - a. Describe how the community will collaborate with the project to achieve the overall goal.
 - b. Identify key community partners.
 - i. Define their roles in the proposed project.
 - c. This grant requires the ongoing involvement of a Strategic Planning Advisory Board that will work closely with the project (see “Specific Requirements” section). This advisory board can be one that already exists or one that is newly developed. Describe your proposal for including key stakeholders and decision makers in the Tribe into your Strategic Planning Advisory Board.

 - d. Describe how the staffing and partnerships will ensure successful project planning and/or implementation.

 - e. Describe how communication and coordination will be implemented throughout the project.

Applicant Name:

Purpose Area #10 Tribal Youth Program (OJJDP)

4. **Performance measurement:** Describe how the applicant will know if the program works and how success will be determined and measured:
 - a. Describe how data will be collected and assessed to measure the impact of proposed efforts:
 - i. What will be measured?
 - ii. How will data be collected?
 - iii. Who is responsible for collecting the data?
 - b. Describe how you will meet timelines and deliverables.
 - c. Describe how you will gain feedback from customers and stakeholders.

5. **Sustainability:** Describe how evaluation, collaborative partnerships, or other methods will be used to leverage ongoing resources and facilitate a long-term strategy to sustain the project when the federal grant ends.
 - a. Describe any challenges you anticipate in sustaining the program beyond the grant funding.