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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 provides federally-recognized Tribes and Tribal consortia an opportunity to develop a comprehensive and coordinated approach to public safety and victimization issues and to apply for funding. DOJ's existing Tribal government-specific programs are included in, and available through, this single Coordinated Tribal Assistance Solicitation.

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

## **Fiscal Year 2013 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 and Office for Victims of Crime 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 77 Federal Register 47868 (Friday, August 10, 2012) at [www.gpo.gov/fdsys/pkg/FR-2012-08-10/pdf/2012-19588.pdf](http://www.gpo.gov/fdsys/pkg/FR-2012-08-10/pdf/2012-19588.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 that is operational as of March 19, 2013, which is the close of this application, or receive services through a new or existing contract for law enforcement services with the Bureau of Indian Affairs (BIA) or a state or local agency.

**Purpose Area #5 (OVW Violence Against Women Tribal Governments Program):** A federally recognized Tribe or an organization that is acting as the **authorized designee** of a federally-recognized Indian Tribe may apply. If the applicant is a **Tribal designee** under Purpose Area #5, OVW Violence Against Women Tribal Governments, the applicant will need a Tribal resolution, or equivalent legal enactment, from the Tribe as part of the application, which should 1) authorize the applicant to submit an application on behalf of the federally-recognized Indian Tribe; and 2) state the Tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or equivalent legal enactment must be current, must be sufficient to demonstrate authority for the application, must contain authorizing signature(s), and must be submitted by the application due date.**

**Purpose Area #6 (OVC Children's Justice Act Partnerships for Indian Communities Program):** A federally recognized Tribe or an organization that is acting as the **authorized designee** of a federally-recognized Indian Tribe may apply. If the applicant is a **Tribal designee** under Purpose Area #6, OVC Children's Justice Act Partnerships for Indian Communities (CJA) Program, the applicant will need a Tribal resolution, or equivalent legal enactment, from the Tribe as part of the application, which should 1) authorize the applicant to submit an application on behalf of the federally-recognized Indian Tribe; and 2) state the Tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or equivalent legal enactment must be current, must be sufficient to demonstrate authority for the application, must contain authorizing signature(s), and must be submitted by the application due date.** Additionally, under this Purpose Area, CTAS FY12 CJA Program awardees are not eligible to apply for CTAS FY13 Purpose Area #6, CJA Program.

**Purpose Area #7 (OVC Comprehensive Tribal Victim Assistance Program):** A federally recognized Tribe or an organization that is acting as the **authorized designee** of a federally-recognized Indian Tribe may apply. If the applicant is a **Tribal designee** under Purpose Area #7, OVC Comprehensive Tribal Victim Assistance (CTVA) Program, the applicant will need a Tribal resolution, or equivalent legal enactment, from the Tribe as part of the application, which should 1) authorize the applicant to submit an application on behalf of the federally-recognized Indian Tribe; and 2) state the Tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or equivalent legal enactment must be current, must be sufficient to demonstrate authority for the application, must contain authorizing signature(s), and must be submitted by the application due date.** Additionally, under this Purpose Area, CTAS FY12 CTVA Program awardees are not eligible to apply for CTAS FY13 Purpose Area #7, CTVA Program.

## Deadline

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

**Registration:** Applicants must register with GMS prior to submitting an application. An applicant will not be able to submit an application without registering in GMS before the application deadline of 9:00 PM Eastern Time (ET) on Tuesday, March 19, 2013. **Applicants should begin the registration process immediately to meet the GMS registration deadline, especially if this is the first time using the system. It is strongly recommended that applicants register early, but no later than Tuesday, March 5, 2013 in order to resolve difficulties well in advance of the application deadline.**

*Note: This solicitation will be available in GMS from December 11, 2012 through March 19, 2013.*

**Application Submission:** The deadline for submitting applications in response to this grant announcement is 9:00 PM ET on Tuesday, March 19, 2013. Applications submitted after 9:00 PM ET on March 19, 2013, will not be considered for funding.

Refer to “How to Apply” for more information on how to register with GMS on page 36.

**Note:** If internet access is not available to submit an application electronically to GMS, please contact the Response Center at 1.800.421.6770 no later than Friday, February 15, 2013, 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 PM ET, Tuesday, March 19, 2013. 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 final application will be considered in the review process.**

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

## Contact Information

**Technical Assistance for Submitting an Application:** 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 AM to 12:00 midnight ET.

**Solicitation Requirements Programmatic and General Assistance:** 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 AM to 5:00 PM ET. The Response Center will remain open on the solicitation closing date until 9:00 PM ET.

**Solicitation Documents:** Visit the Tribal Justice and Safety website for all supporting documents pertaining to the Coordinated Tribal Assistance Solicitation (<http://justice.gov/tribal/open-sol.html>).

**Release Date: December 11, 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.

In 2009, based on a series of meetings across the country addressing violent crime in Tribal communities, the DOJ made the decision to develop CTAS. Over the past 3 years, through numerous meetings, Tribal written comments, face-to-face Tribal consultation, focus groups, and listening sessions, with the latest having occurred in FY2013 at the Tribal Justice, Safety and Wellness Session held in October 2012 in Tulsa, Oklahoma, the DOJ continues to further refine CTAS. Additionally, DOJ circulated an assessment tool to Tribes in order to gather feedback about their experiences applying for CTAS in FY2011 and 2012.

The DOJ incorporated feedback from the Tribal meetings, consultations, and the assessment tool and made the following changes to this FY2013 CTAS:

- The question-and-answer templates have been coordinated across Purpose Areas to ensure more uniformity and cohesiveness
- The strategic planning program has been updated as a method to receive more coordinated and comprehensive funding from the DOJ
- The removal of the OVW Tribal Sexual Assault Services Program<sup>1</sup>
- Purpose Area #2 Comprehensive Tribal Justice System Strategic Planning has been updated so that it can serve as a mechanism for tribes to more effectively access comprehensive funding. Beginning in FY14 it is anticipated that those tribes who have previously received a PA#2 award and have completed and submitted their strategic plan will be given priority consideration for comprehensive funding across all requested purpose areas. This would not guarantee funding in any or all purpose areas, but would provide priority consideration

In FY2012, 249 Tribes (individually or as part of a consortium) submitted applications, resulting in the DOJ funding more than 200 grant awards. The awards covered 10 Purpose Areas, totaling over \$101 million. In all 3 years of CTAS, 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.

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<sup>1</sup> Due to limited funding available for the OVW Tribal Sexual Assault Services Program, OVW has made the decision to only fund continuation grants this year. As a result, the Program does not appear in CTAS this year. Eligible applicants will be contacted by OVW and provided with information on how to apply. If you are interested in applying through CTAS for sexual assault services for adults or adolescents, we encourage you to consider applying for PA 5, the OVW Violence Against Women Tribal Governments Program, and/or PA 7, the OVC Comprehensive Tribal Victim Assistance Program. If you are interested in applying for sexual assault services for children, we encourage you to consider applying for PA 6, the OVC Children's Justice Act Partnerships for Indian Communities or PA 7, the OVC Comprehensive Victim Assistance Program.

As in the three previous fiscal years, this FY2013 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 C "Purpose Areas—Snapshot," which identifies the DOJ program office that manages each Purpose Area). DOJ anticipates that 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 awarded grant 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 <http://www.justice.gov/tribal/tloa.html>.

The coordinated approach for funding applies only to requests for FY2013 grant funding made in response to this solicitation, 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 websites of individual federal agencies.

The DOJ components offering Tribal government-specific grant resources through the nine Purpose Areas identified in this Coordinated Tribal Assistance Solicitation are listed 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 addresses 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 F.

1. Public Safety and Community Policing (COPS)
2. Comprehensive Tribal Justice Systems Strategic Planning (BJA)
3. Justice Systems, and Alcohol and Substance Abuse (BJA)
4. Corrections and Correctional Alternatives (BJA)
5. Violence Against Women Tribal Governments Program (OVW)
6. Children's Justice Act Partnerships for Indian Communities(OVC)
7. Comprehensive Tribal Victim Assistance Program (OVC)
8. Juvenile Justice (OJJDP)
9. 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 those conditions.

It is the applicant's responsibility to ensure that their 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, Budget Narrative, and Demographic Form (15%)\*\*
  - V. Documentation of Tribal Authority to Apply for Grants Under CTAS
  - 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 to receive funding. Applications that do not include the**

**attachments noted by \*\* at the time of application will not be eligible to receive funding.**

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

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

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 the problem(s) the Tribe seeks to address, the strategy to address the problem(s) and the Purposes Area(s) being requested to address the problem(s). See sample template at <http://justice.gov/tribal/ctas2013/executive-Summary.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. See sample template at <http://justice.gov/tribal/ctas2013/tribal-narrative-profile.pdf>

Please use the provided template located in GMS to build your Tribal and Community Justice Profile.

## **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. Using a series of questions, the template for each Purpose Area covers the following topics:

- a) Problem identification and problem solving strategy
- b) Project/program design and implementation
- c) Capabilities and competencies

- d) Impact/outcomes and evaluation/plan for collecting data for performance measures, as applicable

Each Purpose Area has a separate template designed to address the unique focus and requirement of that Purpose Area. Applicants should ensure that the project goals described in their application under each requested Purpose Area match up with the allowable goals and activities listed for that specific 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 <http://justice.gov/tribal/ctas2013/sample-timeline.pdf>. Applicants can either submit a separate Timeline for each Purpose Area or one comprehensive Timeline that covers all Purpose Areas included in the application.

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

- The extent to which the timeline is complete and reasonable given the activities described
- The extent to which all activities can be reasonably completed within the grant period and with the resources allocated

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

The DOJ 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 eligible for funding 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. A sample of the combined blank Budget Detail Worksheet and Budget Narrative, budget workbook instructions, can be found at <http://justice.gov/tribal/ctas2013/ctas-dem-bw.pdf>.

The fill able versions of these documents can be downloaded from the GMS system.

**Note:** Before completing the Budget Detail Worksheet, Budget Narrative, and Demographic Form, consult “Specific Requirements” in the Listing of Purpose Areas (Part F, I) as well as

“Amount and Length of Awards” (Part F, 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.

If you are applying as a consortium please aggregate the data for all the Tribes represented in your application. An applicant should identify the application as being from a consortium and list the represented Tribes in the appropriate section of the Demographic Form.

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

- The extent to which the application includes all of the requested information
- The extent to which the budget is reasonable and that all costs in the budget are linked to activities described in the implementation plan
- The extent to which the Demographic Form is complete<sup>2</sup>
- The need for funding as demonstrated through the completed form

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<sup>2</sup> The COPS Office scores the information provided in Section II, UCR Crime Data and staffing needs, separately as part of the overall demographic form score.

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://www.justice.gov/tribal/ctas2013/ctas-dem-bw.pdf>

Please use the provided template located in GMS to build your Budget Workbook and Demographic Form.

## V. Documentation of Tribal Authority to Apply for Grants Under CTAS

For FY2013 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. As in FY2012 CTAS, for FY2013 CTAS, an applicant may submit a resolution, a letter, affidavit, or other documentation, as appropriate for that Tribe, certifying that the applicant has the legal authority to apply for CTAS awards on behalf of the Tribe. **This documentation must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application's March 19, 2013, due date.**

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 for the Tribes served, 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, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application's March 19, 2013, 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 #5, OVW Violence Against Women Tribal Governments Program, Purpose Area #6 OVC Children's Justice Act Partnerships for Indian Communities, and Purpose Area #7 OVC Comprehensive Tribal Victim Assistance Program, the applicant will need a Tribal resolution, or equivalent legal enactment, from the Tribe as part of the application, which should 1) authorize the applicant to submit an application on behalf of the federally-recognized Indian Tribe; and 2) state the Tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or equivalent legal enactment must be current, must be sufficient to demonstrate authority for the application, must contain authorizing signature(s), and must be submitted by the application's March 19, 2013, 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 2013 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 legal documentation requirements relating to political sub-units making requests to submit applications separately from federally-recognized Indian Tribal governments. See FAQs at <http://justice.gov/tribal/ctas2013/general-faq.pdf>.

## 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. Failure to provide the required documentation will affect the awarded recipient's indirect costs. For more detailed information, see <http://justice.gov/tribal/ctas2013/general-faq.pdf>.

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

**\*\*Items noted by \*\* (double asterisks) MUST be included in the application submission in order to receive funding. Applications that do not include the attachments noted by \*\* at the time of application will not be eligible to receive funding.**

## E. Using Templates and Formatting Your Application

### I. Templates

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

### II. Formatting

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

## F. Purpose Areas–Specific Information

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

### I. Listing of Purpose Areas:<sup>3</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, and engage in anti-methamphetamine activities.</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 Sworn/Civilian:</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; salaries and fringe benefits for methamphetamine coordinator; Background investigations for newly hired officer positions. Positions may be requested specifically to address methamphetamine issues within the Tribe.</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. <i>Grantees (including sub-grantees) that are using DOJ funds to support emergency communications activities should comply with the latest version SAFECOM Guidance, including provisions on technical standards that ensure and enhance interoperable communications. For more information on SAFECOM visit <a href="http://www.safecomprogram.gov/default.aspx">http://www.safecomprogram.gov/default.aspx</a> and read the COPS specific Purpose Area section of the</i></p>

<sup>3</sup> See <http://www.justice.gov/tribal/ctas2013/ctas-additional-requirements.pdf> for a table of statutory authorities applicable to each Purpose Area.

	<p>FAQS at <a href="http://www.justice.gov/tribal">www.justice.gov/tribal</a></p> <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 that is operational as of March 19, 2013, which is the close of this solicitation, or receive services through a new or existing contract for law enforcement service with the Bureau of Indian Affairs (BIA) or a state or local agency.
- Retention:** Applicants requesting funding for hiring must plan to retain grant hired officers for 12 months after the expiration of the grant.

Please use the provided template located in GMS to build your Purpose Area #1 Narrative.

See Sample Purpose Area 1 Template at <http://justice.gov/tribal/ctas2013/purpose-area-1-cops.pdf>

<b>2. Comprehensive Tribal Justice Systems Strategic Planning(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.	<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 which could include: law enforcement, courts, community corrections, alternatives to incarceration, crime victims rights and community resources to support alternatives to incarceration and offender reentry. The applicant’s strategic plan should address improving public safety through community policing, including organizational strategies, which reorient the mission and activities of law enforcement towards the community policing philosophy and which support the systematic use of

	<p>partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.</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>Equipment:</u> Purchase general office equipment such as computers, fax machines, printers, scanners, etc.</p> <p><u>Travel:</u> Airfare, lodging, mileage reimbursement, and per diem associated with regional and national meetings or strategic planning trainings, including costs associated with DOJ-required trainings.</p>
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Please use the provided template located in GMS to build your Purpose Area #2 Narrative.

See Sample Purpose Area 2 Template at <http://justice.gov/tribal/ctas2013/purpose-area-2-bja.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><u>Strategic planning:</u> Developing <a href="#">Tribal Action Plans</a> 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>

To implement enhanced authorities and provisions under the Tribal Law and Order Act.

To develop, implement, and enhance substance abuse prevention and treatment programs including those that prevent and address the needs of drug-endangered children.

To engage in comprehensive strategic planning to improve Tribal justice and community safety as it relates to Tribal courts and alcohol and substance abuse.

Prevention: Protecting communities from alcohol and drug use and/or production; Culturally relevant and appropriate [evidence based substance abuse prevention programs](#).

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

Tribal Courts: 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; Activities relating to the implementation of enhanced sentencing authority provisions of the Tribal Law and Order Act.

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

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

Diversion and Alternatives to Incarceration: Employing decision-making models and programming to divert low-risk offenders from incarceration, including: community supervision, mental health and drug abuse treatment, job training and placement; housing assistance, education, and family and community supports. Electronic alcohol/offender monitoring.

Reentry: 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.

Training: Registration fees and lodging costs associated with training events and related to Purpose Area activities; Costs associated with

	<p>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 located in GMS to build your Purpose Area #3 Narrative.

See Sample Purpose Area 3 Template at <http://justice.gov/tribal/ctas2013/purpose-area-3-bja.pdf>

<b>4. Corrections and Correctional Alternatives (BJA—Tribal Justice Systems Infrastructure Program), CFDA #16.596</b>	
<i>Goals and Objectives:</i>	<i>Applicants may apply for funding to include, but not limited to:</i>
<p>To plan for the construction of new 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.</p> <p>To engage in comprehensive justice system strategic planning to improve Tribal justice and community safety.</p> <p>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.</p> <p>To develop and implement correctional alternatives.</p> <p><b>Important Note:</b> Applicants seeking to use grant funds for full-scale construction of secured</p>	<p><u>Justice system planning efforts:</u> Activities related to constructing and renovating facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to Tribal jurisdiction; Activities related to the development and implementation of correctional alternatives to meet the needs of the Tribe's population; Comprehensive strategic planning.</p> <p><u>Renovation or construction:</u> Renovation/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; Construction of regional detention centers on Indian land for incarceration of offenders subject to Tribal jurisdiction; Renovation/construction of community-based correctional alternative facilities; Renovation/construction of transitional living facilities (halfway houses).</p> <p><u>Other costs associated with construction or renovation of a facility:</u> Infrastructure costs such as roads, sewer and water hook-ups, land preparation, and other costs normally associated with construction site work; Items associated with managing the planned construction or renovation process and construction materials necessary to construct or renovate facilities and associated</p>

<p>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.</p>	<p>infrastructure; Furniture, surveillance cameras, or other items affixed or integral to the facility; Contracts with private entities to increase the efficiency of the construction of Tribal jails; Staff housing.</p> <p><u>Travel:</u> Airfare, lodging, and mileage reimbursement for meeting or training costs related to Purpose Area activities and DOJ-required training.</p> <p>Note: FY2013 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.</p>
<p><i>Specific Requirements</i></p>	
<ul style="list-style-type: none"> <li data-bbox="191 846 1446 1184"> <input type="checkbox"/> <b>Purpose Area #4 Narrative:</b> 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.         </li> <li data-bbox="191 1203 1435 1472"> <input type="checkbox"/> 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.         </li> <li data-bbox="191 1491 1451 1560"> <input type="checkbox"/> Applicants receiving grants under Purpose Area #4 will be required to attend Purpose Area #4 specific training in addition to any DOJ required training.         </li> <li data-bbox="191 1579 1463 1745"> <input type="checkbox"/> Applicants that demonstrate they have completed a formal or structured justice system planning process such as the Bureau of Justice Assistance Planning Alternatives and Correctional Institutions For Indian Country or National Institute of Corrections Planning of New Institutions process by attaching documentation such as a master plan or needs assessment will receive priority consideration for funding under Purpose Area #4.         </li> </ul>	

Please use the provided template located in GMS to build your Purpose Area #4 Narrative.

See Sample Purpose Area 4 Template at <http://justice.gov/tribal/ctas2013/purpose-area-4-bja.pdf>

<b>5. 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>
<p>To develop and enhance effective plans for the Tribal government to reduce violent crimes against Indian women and help keep them safe. The plans to reduce the violence and keep women safe can be based on Tribal law and customs. This may include drafting or revising Tribal codes related to domestic violence, dating violence, sexual assault, or stalking, as well as negotiating cross-jurisdictional agreements related to the investigation and prosecution of such crimes, the supervision of domestic violence offenders who have been sentenced to a period of probation, or registered sex offenders.</p> <p>To increase the ability of the Tribal government to respond to domestic violence, dating violence, sexual assault, and stalking committed against Indian women. This may include dedicated victim advocates, law enforcement investigators, or prosecutors who will work exclusively on issues related to the sexual assault of American Indian women and adolescent girls. It may also include providing training to Indian country professionals who are responsible for investigating and prosecuting sexual assault crimes, including training on conducting Sexual Assault Forensic Exams for healthcare professionals.</p> <p>To strengthen the Tribal criminal justice system’s ability to get involved with stopping violence against Indian women. This may include hiring dedicated law enforcement officers, prosecutors, judge and other court staff, as well as probation officers who will work exclusively on investigating prosecuting acts of domestic</p>	<p><u>Strategic Planning:</u> Comprehensive strategic 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>

violence, dating violence, sexual assault, and stalking. It may also include providing training to Tribal law enforcement officers, prosecutors, judges, and other court staff, probation officers, and the staff at Tribal jails to enhance their ability to respond to crimes of violence against women in Indian country.

To improve services that are available to help victims of domestic violence, dating violence, sexual assault, and stalking. This may include crisis hotlines, supportive services, referrals to other social service providers, support groups or talking circles, sweat lodges, hiring qualified staff to provide direct services to victims, such as court accompaniment, advocacy, counseling, transitional housing assistance, etc.

To work with the community to create education and prevention campaigns that are designed to inform members of the community about domestic violence, dating violence, sexual assault, and stalking programs, and that also increase the community's awareness about the needs of children who have witnessed domestic violence. This may include outreach at community events, public awareness campaigns (e.g., PSAs and billboards), as well as literature that educates the community about violence against women (e.g., flyers, brochures, advertisements in local newspapers, newsletters, or other publications).

To provide supervised visitation and safe exchange programs (e.g., visitation center) that allow children to visit with their non-custodial parent in cases where one parent has committed an act of domestic violence, sexual assault, or stalking against the other. In cases where the court has ordered that the non-custodial parent have supervised visitation with the child, the program should create a place where that parent can have a supervised visit with the child. If the court has not ordered supervised visitation, then the program should offer a safe, neutral place for the

Criminal Justice Interventions: 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 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 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.

<p>non-custodial parent of the child to pick the child up and return the child for unsupervised visitation. A supervised visitation and safe exchange program must have appropriate security measures, policies, and procedures so that victims and their children are safe.</p> <p>To provide transitional housing assistance for victims of domestic violence, dating violence, sexual assault, or stalking. The assistance provided to victims may include money for rent, utilities, a security deposit, or other minor costs related to moving into transitional housing. A transitional housing assistance program may also offer victims support and services necessary to help the victim relocate and secure permanent housing.</p> <p>To provide legal advice and representation to victims of domestic violence, dating violence, sexual assault, or stalking who need assistance with legal issues that are caused by the abuse that they have suffered. This may include providing legal representation or advice in family law cases (e.g., divorce, custody, child support, visitation, or spousal support), as well as landlord-tenant matters, public benefits (e.g., pursuit or denial of SSI or TANF benefits), immigration matters, and other civil cases directly related to the abuse that the victim has suffered. The legal assistance should be provided at minimal or no cost to the victim.</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.
- Eligibility: (1) Exception for Purpose Area #5 (OVW Violence Against Women Tribal Governments Program):** A federally recognized Tribe or an organization that is acting as the **authorized designee** of a federally-recognized Indian Tribe may apply. If the applicant is a **Tribal designee** under Purpose Area #5, OVW Violence Against Women Tribal Governments, the applicant will need a Tribal resolution, or equivalent legal enactment, from the Tribe as part of the application, which should 1) authorize the applicant to submit an application on behalf of the federally-recognized Indian Tribe; and 2) state the Tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or equivalent legal enactment must be current, must be sufficient to demonstrate authority**

**for the application, must contain authorizing signature(s), and must be submitted by the application 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.
- Victim Safety and Offender Accountability:** Applications for this Purpose Area will be reviewed and evaluated on the extent to which the applicant proposes sound strategies to enhance victim safety and offender accountability. 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 located in GMS to build your Purpose Area #5 Narrative.

See Sample Purpose Area 5 Template at <http://justice.gov/tribal/ctas2013/purpose-area-5-ovw.pdf>

<b>6. 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>
<p>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.</p> <p><b>Objectives:</b></p> <p>1. To improve the investigation, 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</p>	<p><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.</p> <p><u>Coordination/Outreach/Awareness:</u> Funding can be 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</p>

<p>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>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 including, 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 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.

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

**authorizing signature(s), and must be submitted by the application due date.** Additionally, under this Purpose Area, CTAS FY12 CJA Program awardees are not eligible to apply for CTAS FY13 Purpose Area #6, CJA Program.

- 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 percent of an award may be used for salary and fringe benefits.

Please use the provided template located in GMS to build your Purpose Area #6 Narrative.

See Sample Purpose Area 6 Template at <http://justice.gov/tribal/ctas2013/purpose-area-6-ovc.pdf>

<b>7. 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>
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.	<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>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 response.</li> <li>3. To develop a Strategic Plan and Logic Model to: set priorities, allocate resources, and determine the best direction for the program's future.</li> <li>4. To implement the enhanced program as enumerated in the Strategic Plan and Logic Model.</li> <li>5. To establish data collection procedures to measure the implementation and impact of the program.</li> <li>6. To document promising practices so they may be shared and potentially replicated in other communities nationwide.</li> <li>7. To work collaboratively with a technical assistance provider and other grantees throughout the life of the project.</li> </ol>	<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 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</p>
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program staff, small appliances and cleaning supplies for shelter, supplies necessary to create brochures, posters, fliers, resource manuals, materials for traditional arts and crafts, etc.

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

*Specific Requirements*

**Eligibility: (1) Exception for Purpose Area #7(OVC Comprehensive Tribal Victim Assistance Program):**A federally recognized Tribe or an organization that is acting as the **authorized designee** of a federally-recognized Indian Tribe may apply. If the applicant is a **Tribal designee** under Purpose Area #7, OVC Comprehensive Tribal Victim Assistance (CTVA) Program, the applicant will need a Tribal resolution, or equivalent legal enactment, from the Tribe as part of the application which should 1) authorize the applicant to submit an application on behalf of the federally-recognized Indian Tribe; and 2) state the Tribe’s support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or equivalent legal enactment must be current, must be sufficient to demonstrate authority for the application, must contain authorizing signature(s), and must be submitted by the application due date.** Additionally, under this Purpose Area, CTAS FY12 CTVA Program awardees are not eligible to apply for CTAS FY13 Purpose Area #7, CTVA Program.

**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—or 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 the CTVA Program that focuses on child abuse; however, if an applicant also submits an application for funds under the CJA purpose area (Purpose Area #6), 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, while funding may be used for training, equipment, needs assessment, outreach, etc., to develop or enhance Tribal victim assistance programs, the applicant should ensure that at least 50 percent of the funding supports comprehensive victim assistance needs.

Please use the provided template located in GMS to build your Purpose Area #7 Narrative.

See Sample Purpose Area 7 Template at <http://justice.gov/tribal/ctas2013/purpose-area-7-ovc.pdf>

<b>8. 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>
The overall goal of TJADG is to develop and implement programs that increase accountability for delinquent Tribal youth and strengthen Tribal juvenile justice systems.	<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.
Tribes may choose one or more of the objectives provided below; however, Tribes are only required to choose one.	<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.
To develop, implement, and administer graduated sanctions for juvenile offenders.	
To build, expand, renovate, or operate temporary or permanent juvenile	<u>Construction:</u> Construction costs to build, expand,

<p>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 and controlling juvenile crime.</p> <p>To establish juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.</p> <p>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.</p> <p>To establish and maintain a system of juvenile records designed to promote public safety.</p> <p>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</p>	<p>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 as it relates to the TJADG objectives listed to the left.</p>
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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 as it relates specifically to the aforementioned TJADG objectives only.

**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 percent 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, D.C., 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 located in GMS to build your Purpose Area #8 Narrative.

See Sample Purpose Area 8 Template at <http://justice.gov/tribal/ctas2013/purpose-area-8-ojjdp.pdf>

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

*Goals and Objectives:*

OJJDP's Tribal Youth Program (TYP) supports and enhances Tribal efforts to prevent and control juvenile delinquency and strengthen the juvenile justice system

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

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

for American Indian/Alaska Native youth.

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

Strategic Planning: Comprehensive planning for Tribal justice systems to serve juveniles.

Equipment: Computer hardware and software for Internet access and e-mail capability, cell phones, telephones, pagers, printers, fax machines, copiers, as needed for program implementation (**Note:** 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.

Training: Consultant and contract services for professional support and expert knowledge to assist with the development/enhancement of the program, such as training, treatment, information technology, and evaluation; Mileage reimbursement, air travel, lodging, and per diem associated with mandatory training.

Travel: Airfare, lodging, and mileage reimbursement associated with DOJ-required training. See "Specific Requirements" below.

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

Prevention/Intervention/Treatment:

1. Prevention services to impact risk factors for delinquency, 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,

	<p>counseling, referral services, and placement services.</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>7. Development and implementation of Tribal best practices and traditional healing methods to support Tribal youth.</li> <li>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.</li> </ol> <p><u>Tribal Courts and Juvenile Detention Centers:</u> Priority areas include:</p> <ol style="list-style-type: none"> <li>1. Improvements to the Tribal juvenile justice system including the development and implementation of indigenous justice strategies.</li> <li>2. Tribal juvenile codes.</li> <li>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.</li> <li>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.</li> <li>5. Address existing data systems, support green/sustainable Tribal traditions, and improve reporting capacity.</li> <li>6. Implement, monitor, and maintain Tribal juvenile detention standards.</li> </ol>
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	<p><b>Tribal Law and Order Act (TLOA):</b> TYP funding is available to be used for activities outlined in TLOA such as strategic planning and resources related to a Tribal Action Plan (TAP) or juvenile code development.</p>
<p><i>Specific Requirements</i></p>	
<p><input type="checkbox"/> <b>Travel:</b> 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. See the GSA website 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><input type="checkbox"/> <b>Strategic Planning Period:</b> These grants require a dedicated planning period at 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.</p> <p><input type="checkbox"/> <b>Other:</b> Recipients of grant funds may also be required to participate in one program-area specific, web-based new grantee orientation.</p> <p><input type="checkbox"/> <b>Performance Measurement:</b> In addition to collecting the appropriate project-specific data, grantees will be required to submit data to OJJDP for performance measurement. See <a href="https://www.ojjdp-dctat.org/">https://www.ojjdp-dctat.org/</a>.</p>	

Please use the provided template located in GMS to build your Purpose Area #9Narrative.

See Sample Purpose Area 9 Template at <http://justice.gov/tribal/ctas2013/purpose-area-9-ojjdp.pdf>

## II. Amount and Length of Awards

All project start dates should be on or after September 1, 2013. 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;  Sworn Force of 1-9 – no more than \$300,000	3 years

		Sworn Force of 10-20 no more than \$600,000  Sworn Force of 20+ no more than \$1,000,000.	
2. Comprehensive Tribal Justice Systems Strategic Planning (BJA)	Up to \$1.5 million	Approximately 20 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.	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. Violence Against Women Tribal Governments Program (OVW)	\$32 million	Approximately 60 awards  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.  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.  OVW will not consider requests for funding from current grantees that includes costs that will duplicate rather than enhance or sustain staff positions or	3 years

		activities that are already supported by the applicant's current OVW grant award(s).	
6.Children's Justice Act Partnerships for Indian Communities(OVC)	\$2.7 million	Approximately 6 awards; up to approximately \$450,000 per award.  Estimated 6 awards for enhancing existing programs and services.	3 years
7.Comprehensive Tribal Victim Assistance Program (OVC)	\$3.6 million	Approximately 8 awards; up to approximately \$450,000 per award.  Estimated 8 awards for new or enhancing existing programs and services.	3 years
8. Juvenile Justice (OJJDP)	Under \$1 million	Estimated 2-3 awards; approximately \$250,000-\$300,000 per award.	3 years
9. 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 Additional Requirements Guidance Regarding Supplanting" <http://justice.gov/tribal/ctas2013/additional-requirements.pdf>.

**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 percent 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.

**Minimization of Event Costs**

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

All award recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) will be required to minimize costs, and may be required to receive prior written approval of conference costs. Prior review and approval of conference costs can take time, and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs. See[Link to FAQ] for more information.

**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
<b>Overarching objective:</b> Improve the grant planning and application processes for	Number of collaborative partners involved in the comprehensive planning stage.	Number of collaborative partners involved in the comprehensive planning stage (please specify by type).

Department of Justice Tribal grant applicants.		
<b>Purpose Area #1:</b> Public Safety and Community Policing (COPS)	Effectiveness rating of COPS grant resources in increasing the community policing capacity of grantees.  Effectiveness rating of COPS grant resources in increasing the technological capacity of grantees.	Periodic progress reports providing an overview of grant purchases/implementation and implementation of community policing strategies.
<b>Purpose Area #2:</b> Comprehensive Tribal Justice Systems Strategic Planning (BJA)	Development of a comprehensive plan for Tribal justice safety and wellness	Periodic progress reports providing an overview of community assessment, coordination, and development of a written plan.
<b>Purpose Area #3:</b> Justice Systems, and Alcohol and Substance Abuse (BJA)	Percent increase in the number of cases handled by Tribal courts.  Number of full-time equivalent (FTE) judicial and other court positions created or funded under the grant award.  Percent reduction in the number of arrests for crimes where alcohol or substance abuse was a factor.  Percent increase in number of individuals receiving treatment services as a result of this program.  Percent increase in number of participants at Tribal community prevention trainings.	Number of cases filed in the court during the prior period.  Number of cases filed in the court during the current reporting period.  Number of judicial and other court positions created as a result of the grant during the reporting period.  Number of arrests for crimes where alcohol or substance abuse was a factor for the period prior to grant funding.  Number of arrests for crimes where alcohol or substance abuse was a factor for the current reporting period.  Number of individuals receiving treatment services for the period prior to grant funding.  Number of individuals receiving treatment services as a result of this

		<p>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> 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 #6:</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 #7:</b> Comprehensive Tribal Victim Assistance Program</p>	<p>Number of partners that participate and contribute to grant activities.</p> <p>Percent of victims requesting services</p>	<p>Number of partners that participate and contribute grant activities.</p>

(OVC)	<p>who received them.</p> <p>Number of services provided, by type.</p>	<p>Number of victims requesting and receiving services.</p> <p>Number of services provided, by type.</p>
<b>Purpose Area #8:</b> Juvenile Justice (OJJDP)	<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>For a list of the complete measures, please see: <a href="https://www.ojjdp-dctat.org/help/Grids/PDF/TJADGGrids.pdf">https://www.ojjdp-dctat.org/help/Grids/PDF/TJADGGrids.pdf</a></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>
<b>Purpose Area #9:</b> Tribal Youth Program (OJJDP)	<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>For a list of the complete measures, please see: <a href="https://www.ojjdp-dctat.org/help/Grids/PDF/TJADGGrids.pdf">https://www.ojjdp-dctat.org/help/Grids/PDF/TJADGGrids.pdf</a></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>

## G. 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 J). 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, Budget Narrative, and Demographic Form (15%)\*\*
- V. Documentation of Tribal Authority to Apply for Grants Under CTAS
- 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 receive funding.**

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 eligibility 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 eligibility 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 awards 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.

## **H.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 AM 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 sub recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866.705.5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and sub recipients DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated)

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire a GMS username and password.** A new user must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](http://GMS) 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 SAM registration in GMS, formerly CCR registration.** DOJ requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly 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 “FY2013 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 PMET, Tuesday, March 19, 2013. 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 final application will be considered in the review process.**

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

**Note: The Grants Management System (GMS) does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions:

“.com,”“.bat,”“.exe,”“.vbs,”“.cfg,”“.dat,”“.db,”“.dbf,”“.dll,”“.ini,”“.log,”“.ora,”“.sys,” and “.zip.”

**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.”

### **DOJ Policy on Late Submissions**

DOJ offers several options for CTAS applicants to provide advance notice to DOJ if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. Applicants must provide notice prior to the close of the solicitation. If applicants do not provide advance notice to DOJ about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. Extension of deadlines is not guaranteed

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, please 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) failure to register or update information on the SAM website.

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

### **Extraordinary Natural or Manmade Disasters**

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to 7 calendar days late, by sending an e-mail to the contact listed in the solicitation. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

## **I. 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 <http://justice.gov/tribal/ctas2013/additional-requirements.pdf>.

- 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 Sub award Reporting System (FSRS)
- Training Guiding Principles for Grantees and Sub grantees (if applicable)
- Research and Evaluation Independence and Integrity (if applicable)
- Applicant Disclosure of Pending Application

## J. 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 Areas #5,6,7 only)

In addition to the above, some Purpose Areas have specific eligibility criteria noted on pageii of the solicitation.

### Registration

- \_\_\_\_\_ Acquire a DUNS Number if applicant organization does not already have a DUNS Number.
- \_\_\_\_\_ Acquire or renew registration with the System for Award Management (SAM) database. Note: Applicants must update or renew their SAMregistration 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 “FY2013 Coordinated Tribal Assistance;” and
  - \_\_\_\_\_ Select the Apply On-Line button in the Action Column.

### Application Submission Deadline

- \_\_\_\_\_ Applications are due by 9:00 PM Eastern Time (ET) on Tuesday, March 19, 2013. **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 February 15, 2013, 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 PMET, Tuesday, March 19, 2013. 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 final application will be considered in the review process.**

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

### The Application Contains:

\_\_\_\_\_ Tribal Community & 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.

\_\_\_\_\_ Documentation of Tribal Authority to Apply for Grants Under CTAS

\_\_\_\_\_ 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 F(Listing of Purpose Areas) for Specific Application Requirements by Purpose Area.

### Format for Timeline:

\_\_\_\_\_ See Timeline template at <http://www.justice.gov/tribal/ctas2013/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):

- Sample Timeline template
- Sample Budget Detail Workbook and narrative with budget workbook instructions
- Sample Executive Summary

- Table of statutory authority
- Information about the Department of Justice and the program offices offering funding through this solicitation
- Allowable and Unallowable Cost Lists for COPS Purpose Area #1
- Calculation of Match Requirements for OJJDP Purpose Area #8
- Acronyms and Abbreviations
- Frequently asked questions (FAQs)