

CTAS Application Materials

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-

Tribe Name Here:

Purpose area XXX Narrative (Note: cannot exceed 12 pages for each purpose area)

Narrative

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

Project/program design and implementation

2. Project goals and objectives:

3. Describe the project's design and implementation strategy:

4. Describe specific tasks and activities that will help accomplish each project goal and objective:

5. Describe how the project will improve the functioning of Tribal justice systems and/or assist Tribal communities to address issues relating to crime, community and victim safety:

6. Describe how the community will be part of the project:

7. Explain how the Tribe plans to address victim safety concerns that may arise from the use of technology, such as protecting victim confidentiality, helping victims create safety plans, and seeking informed consent from victims and offenders:

8. Describe the Strategic Planning Advisory Board, including key stakeholders and decision makers in the Tribe (*Reference: solicitation page 9*)

Tribe Name Here:

Purpose area XXX Narrative (Note: cannot exceed 12 pages for each purpose area)

Capabilities and competencies

1. Describe the management structure, staffing and in-house or contracted capacity to complete each of the proposed projects:

2. Describe the project's community collaboration structure
 - a. how it will ensure successful project planning and/or implementation:

 - b. how will communication and coordination be implemented throughout the project:

3. Identify key community partners
 - a. Define their roles in the proposed project:

Impact/outcomes and evaluation/plan for collecting data for performance measures

1. Explain how the applicant will know if the program work:

2. How will success be determined and measured:

3. Describe how data will be collected and assessed to measure the impact of proposed efforts:
 - a. How will you meet timelines and deliverables

Tribe Name Here:

Purpose area XXX Narrative (Note: cannot exceed 12 pages for each purpose area)

b. How will you gain feedback from customers and stakeholders

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

4. How will evaluation and/or collaborative partnerships be used to leverage ongoing resources and facilitate a long-term strategy to sustain the project when the federal grant ends:

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

Tribe Name Here:

Tribal Community & Justice Profile (Note: cannot exceed 15 pages)

Executive Summary (one - page)

Strategy: The tribe proposes to utilize the following purpose areas to address a collaborative response as follows:

Problem	Strategy to Address the Problem	Purpose Area

Tribe Name Here:

Tribal Community & Justice Profile (Note: cannot exceed 15 pages)

Demographic Narrative

1. Name of Tribe/s that will be served by the proposed project(s):

2. Describe the size of the reservation/jurisdiction to be served
 - a. Explain how the tribe is supported by direct service, contracts, compacts and/or grants:

 - b. Describe the general form of government:

 - c. Outline any other general information:

3. Describe the tribal justice services
 - a. Law enforcement:

 - b. Courts:

 - c. Corrections:

 - d. Any cross-jurisdictional cooperative agreements in place:

 - e. Multi-disciplinary advisory boards or groups:

Tribe Name Here:

Tribal Community & Justice Profile (Note: cannot exceed 15 pages)

- f. Sex offender registry obligations:

 - g. Task forces:

 - h. Communication-information sharing systems:

 - i. Other arrangements not identified above:
4. Describe facilities used to support public safety & justice
- a. Courthouse:

 - b. Law enforcement:

 - c. Transitional housing:

 - d. Detention facilities and jails (adult/juvenile):

 - e. Treatment facilities:

 - f. Hospitals:

Tribe Name Here:

Tribal Community & Justice Profile (Note: cannot exceed 15 pages)

g. Clinics:

h. Other facilities:

5. Describe victim services available to the local Tribal community:

a. Emergency health care:

b. Behavioral health care:

c. Services for victims of domestic violence, elder abuse, dating violence, sexual assault, and stalking:

6. Describe youth prevention, mentoring, delinquency, child protection teams, and rehabilitation services available in the Tribal community:

7. Other details about the Tribe (See page 6 of solicitation)

Problem Statement & Needs Assessment

1. Describe the significant Tribal justice, community safety and victimization issues facing your community:

a. Why are these issues the most pressing?

Tribe Name Here:

Tribal Community & Justice Profile (Note: cannot exceed 15 pages)

2. Describe the impacted or service area(s) of the community or communities in which the project(s) would be implemented with grant funding, including geographic location, socioeconomic data, total age range of population, and other relevant demographic information:
3. Describe current and previous efforts and collaboration to address identified issues, including the use of any previously awarded grant funds:
4. Provide data and examples to explain the nature of the issue(s) facing your community,
 - a. incident data number of calls for assistance:
 - b. arrest volume:
 - c. crime patterns for juvenile and adult offenders:
 - d. any other relevant demographic data:
 - e. Explain why if data is not available and provide any available alternate information to support the identified problem(s):

Tribe Name Here:

Tribal Community & Justice Profile (Note: cannot exceed 15 pages)

5. Indicate which purpose areas are being applied for and briefly describe how these areas interrelate and are linked to the overall challenges of the Tribe as described in this section:

6. Describe any public safety and justice area needs that may require longer-term development, considered part of the community planning, but no funds are specifically requested at this time:

Demographic Form

Please fill out this form in it's entirety. Note that each subsection has individual instructions. Please read them carefully before filling out this form.

I. Tribe Information

1. The name of each federally-recognized Indian Tribe that will be served by the proposed project(s):

2. What is the Tribe's current enrollment?
3. What is the current local population base?
4. Please enter the approximate square mileage of the reservation/jurisdiction to be served:
sq. miles.
5. Please check the crime victim population area(s) that best describe the services the Tribe typically supports.

- | | |
|------------------------------------|--|
| Abused or neglected children | Stalking |
| Domestic violence | Survivors of homicide |
| Elder abuse | Survivors of attempted homicide and/or assault |
| Gang violence | Motor vehicle homicide |
| Rape/sexual assault | Human trafficking |
| School violence | Hate/bias crimes |
| Juvenile crime, including bullying | Financial crime/identity theft |
| Property crime | Victims with disabilities |

II. Property/Violent Crime

Using the most recent available data and to the best of your ability using the UCR crime definitions, enter the actual number of incidents reported to your Tribe for the following crime types. Note that only those incidents for which your Tribe had primary response authority should be provided.

UCR Data *	Year 20
Criminal Homicide	
Forcible Rape	
Robbery	
Aggravated Assault	
Burglary	
Larceny (except motor vehicle theft)	
Motor Vehicle Theft	

***Note:** If your Tribe is not using UCR data or reports to NIBRS, please explain the source or methods used to report your crime data. If you do not report crime incidents at all please explain why you are unable to provide such data. If instructions are needed on converting your data to UCR Summary Data style please view the COPS Application Guide or the FBI's UCR Handbook (www.fbi.gov/ucr/handbook/ucrhandbook04.pdf) for more information.

III. Tribal Law Enforcement Information

Please answer the following questions. **NOTE:** If you choose "none" for question 1 you are finished completing this form and do not need to answer 1a or 1b.

1. What law enforcement agency or departments does your Tribe operate? (check all that apply):

- Tribal Police Department
- Department of Natural Resources
- Department of Fish and Wildlife
- Other (please describe):
- None

a. What is the actual population your department serves as the primary law enforcement entity?

This may or may not be the same as the population reported in U.S. Census, the Tribe's current enrollment or the local population base. A Tribe with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.

b. Enter the current Fiscal Year Actual Sworn Force Strength as of the date of this application:

*The actual number of sworn officer positions is the actual number of sworn positions employed by your Tribe as of the date of this application. Do not include funded but currently vacant positions or unpaid positions. **NOTE:** For Tribes with multiple component law enforcement departments (e.g., Department of Public Safety and Fish and Wildlife Department), please report cumulative, full- and part-time sworn-force strength numbers for all law enforcement departments in your Tribe which would receive funding through this request if awarded.*

Full-Time:

Part-Time:

CTAS Budget Detail Worksheet

Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above. If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros, please close the document and reopen it with macros enabled.



Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Funds may not be budgeted in the shaded categories under each purpose area. Indicate any non-federal (matching) amount in the appropriate category, if applicable.

How to use this Workbook:

CTAS Budget Worksheet

This workbook has been made available to CTAS applicants so that they can provide budgetary information for each Purpose Area they are applying for. It is a required document and must be completed and uploaded to the Grant Management System (GMS) as an attachment to your application. The workbook includes three different worksheets. The first worksheet (this one) is an instruction sheet; the second worksheet includes the Purpose Area specific budget detail worksheet and narrative and each must be filled out if the applicant is applying for that specific Purpose Area. If an application is not being submitted for a particular Purpose Area, no action on the budget worksheet is required. The last worksheet is a Budget Summary. It compiles all of the relevant budget information for all Purpose Areas into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. A purpose area index for this workbook has been created for your convenience. Clicking on the link for each Purpose Area will take you directly to that tab in this document.
3. Complete this document by selecting the relevant Purpose Area tabs for which funds are being requested and entering the budget detail information in the boxes.
4. Not all Purpose Areas require Non-Federal Contributions (match). The Purpose Areas that do require match are noted on their respective tabs and further details about the match calculation can be found there.
5. A budget narrative section is provided to you for each category within the worksheet. This is where your justification and/or linkages to the program narrative may be entered.
6. A Budget Summary is automatically calculated for you on the last worksheet. **Note:** Any errors detected on this page should be fixed on the Purpose Area specific tab.

Contact Information

Technical Assistance: For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov. The GMS Support Hotline is available Monday-Friday (except U.S. federal government holidays) from 6:00 a.m. to 12:00 midnight, Eastern Time.

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

CTAS Budget Worksheet

Purpose Area Index:			
PA (#)	Name	Program Office	CFDA #
1	Public safety and community policing	COPS	16.710
2	Methamphetamine enforcement	COPS	16.710
3	Justice systems, and alcohol and substance abuse	BJA	16.608
4	Corrections and correctional alternatives	BJA	16.596
5	Violence Against Women	OVW	16.587
6	Elder abuse	OVC	16.582
7	Juvenile justice	OJJDP	16.731
8	Tribal youth program	OJJDP	16.731
	Budget Summary		
Budget Category Descriptions:			
<i>Personnel</i>	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Contractual/Consultant" category. For each Purpose Area applied for, the budget should include the estimated cost for travel and accommodations for two staff to attend two three-day long meetings, with one in Washington D.C. and one in their region. All requested information must be included in the budget detail worksheet and budget narrative.		
<i>Equipment</i>	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contractual" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.		

CTAS Budget Worksheet

<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	Provide a description of the construction project and an estimate of the costs. Construction costs are only allowed for Purpose Areas #4 and #7. However, Purpose Area #7 requires a 50% match of the total project costs. Minor repairs or renovations may be allowable in other Purpose Areas and should be classified in the "Other" category. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Consultants/Contracts</i>	Indicate whether the applicant's formal, written Procurement Policy or Federal Acquisition Regulations are followed. Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day (\$550 per day for Purpose Area 1 and 2 with the COPS Office) require additional justification and prior approval from OJP or the COPS office. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Other Costs</i>	List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Indirect Costs</i>	Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully execute, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contracting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. All requested information must be included in the budget detail worksheet and budget narrative.

STANDARD ASSURANCES

By submission of these assurances by an authorized representative, the Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 220 [OMB Circular A-21], 2 C.F.R. Part 225 [OMB Circular A-87], 2 C.F.R. Part 230 [OMB Circular A-122], OMB Circular A-133; Ex. Order 13043 (seat belt policies); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements).

The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance, the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application and that the persons signing the application and these assurances are authorized to do so and to act on its behalf with respect to any issues that may arise during the processing of this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain particularly related to those with whom they have family, business or other ties.
3. It will give the Department of Justice or the Comptroller General, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 46, 61, 63, and 66 or 70 (whichever is applicable); the award term in 2 C.F.R. § 175.15(b); 48 CFR Part 31.000, et seq. (FAR 31) (governing cost principles), the current edition of the OJP Financial Guide, the current edition of the COPS Grant Monitoring Standards and Guidelines; and the COPS Grant Owner's Manual as applicable.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims

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of Crime Act (42 U.S.C. §10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. §794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. For applicants for COPS funding, it will, to the extent practicable and consistent with applicable law, including but not limited to the Indian Self-Determination Act, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.

8. In the event that a portion of grant reimbursements are seized to pay off delinquent federal debts through the Treasury Offset Program or other debt collection process, it agrees to increase the non-federal share (or, if the awarded grant does not contain a cost sharing requirement, contribute a non-federal share) equal to the amount seized in order to fully implement the grant project.

9. If a governmental entity—

a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b) it will comply with the requirements of 5 U.S.C. §§ 1501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

False statements or claims made in connection with these grants (including cooperative agreements) may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek the applicant's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2

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CFR Part 2867, “Nonprocurement Debarment and Suspension” 28 CFR Part 83 Government-Wide Requirements for Drug-Free Workplace (Grants),” and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions; and

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a)-

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining,

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attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees/recipients, as defined at 28 CFR Section 83.660 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

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(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

- (a) Abide by the terms of the statement; and
- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the following:

- For COPS awards: USDOJ, COPS Office, 145 N Street NE, Washington, D.C., 20530.
- For OJP and OVW awards: USDOJ, Office of Justice Programs, ATTN: Control Desk, 810 7th St. NW, Washington, D.C., 20531

Notice shall include the identification number(s) of each affected grant;

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

B. The applicant further certifies that it will identify all known workplaces under each Department of Justice award, in accordance with the provisions at 28 CFR Section 83.230.

5. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

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False statements or claims made in connection with DOJ grants (including cooperative agreements) may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances and certifications provided are true and accurate to the best of my knowledge. Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Award Condition: Central Contractor Registration and Universal Identifier Requirements

The following award term is incorporated by reference into most DOJ awards made on or after October 1, 2010. To determine whether this condition applies to a particular award, consult the award documents.

Award Term:

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. *Central Contractor Registration (CCR)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).

2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
- a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. *Subaward*:

- a. This term means a legal instrument to provide support for the performance of any portion of the

substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. *Subrecipient* means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

(COPS)

Coordinated Tribal Assistance Solicitation (CTAS) **Allowable Costs List as of 01/20/2011**

Purpose Area #1- Public safety and community policing (COPS Tribal Hiring Grant Program), CFDA#16.710

Personnel:

- Newly hired and/or rehired sworn law enforcement officers (approved entry-level salaries and benefits for full-time career law enforcement officers)
- Indirect Costs

Purpose Area#1- Public safety and community policing (Tribal Resources Grant Equipment & Training), CFDA#16.710

Uniforms and Basic Issue Equipment

- Background Investigations (newly hired officers)
- Batons and baton holders
- Bicycle helmets
- Bulletproof vests**/Body armor
- Dress uniforms (dress coat, dress shirts, dress pants, ties)
- Standard uniforms (uniform shirts, trousers, ties, belts)
- Footwear (dress shoes, athletic shoes, boots)
- Gas masks
- Gun belts and belt accessories
- Handcuffs and cases/holders
- Hats/caps/gloves
- Hazmat suits
- Holsters
- Identification badge(s)/other insignia (nameplates, etc.)
- Manuals, reference books, notebooks, etc.
- Other miscellaneous items issued to police recruits (e.g., flashlights, templates, and whistles)
- Other standard issue apparel/uniform accessories (subject to approval)
- Outerwear (raincoat, coat, jacket, reflective vest)
- Pepper spray and holders
- Portable/mobile radios and holders
- Primary issue handguns
- Rescue equipment (first aid kits, diving gear, flotation devices, etc.).

**** Any bulletproof vest purchased under TRGP (CTAS) must meet National Institute of Justice Standards.**

Technology

- Automated booking systems
- Automated fingerprint identification systems
- Breathalyzers
- Cell phones (no airtime minutes allowed)
- Communication systems including narrow band upgrade equipment
- Computer Aided Dispatch (CAD) systems/Dispatch systems
- Computer hardware
- Computer software
- Conducted energy devices (Tasers)
- Crime mapping software
- Global Positioning Systems (GPS)
- Hardware/software upgrades
- In-car video cameras
- Interoperable communications technology
- Mobile data computers/laptops/terminals
- National Crime Information Center (NCIC) systems
- National Incident-Based Reporting System (NIBRS)/UCR compliant crime data systems
- Night vision equipment
- Records Management Systems (RMS)
- Satellite phones

Police Vehicles:

- Police cars
- Basic vehicle accessory packages
- Special conveyances such as sport utility vehicles, bicycles, motorcycles, snowmobiles, terrain vehicle, boats, etc. (based on demonstration of need).

Other Cost:

- Indirect Cost *** (when applicable)

Training:

- Basic Law Enforcement Training (state academy, BIA Indian Police Academy in Artesia, NM, Navajo Nation's Academy)
- Specialized Law Enforcement Training
- Uniform Crime Reporting (UCR) Training
- Computer Training
- Grant Management Training

Purpose Area#2-Methamphetamine enforcement (COPS – Tribal Methamphetamine Initiative), CFDA#16.710

All items requested must be clearly linked to the enhancement or implementation of the Tribal Methamphetamine Initiative.

Personnel:

- Newly hired and/or rehired sworn law enforcement officers (approved entry-level salaries and benefits for full-time career law enforcement officers)
- Civilian/non-sworn personnel (salaries and benefits for meth project coordinators, meth/drug problem analysts, etc)

Equipment/Technology:

- Computers
- Computer Hardware & Software
- Mobile Data Computers
- Laptops

Supplies:

- Stamps
- Paper
- Pencils
- Pens
- Stationary, etc

Travel/Training:

- Meth Conference
- Seminar, classes, etc.
- Transportation, lodging, meals etc. (travel must be more than 50 miles from program location)

Other Cost:

- Contracts/ Consultants (\$550 per day)
- Overtime Cost
- Indirect Cost *** (when applicable)

(COPS)
Coordinated Tribal Assistance Solicitation (CTAS)
UNAllowable Costs List
as of 01/20/2011

Purpose Area #1- Public safety and community policing(COPS Tribal Hiring Grant Program), CFDA#16.710

Personnel:

- Salaries and benefits of existing employees (sworn and civilian)
- Salaries and benefits of grant writers
- Overtime hours for sworn officers or civilians

Purpose Area#1- Public safety and community policing(Tribal Resources Grant Equipment & Training), CFDA#16.710

- Ammunition
- Assault Weapons
- Communications towers
- Construction/renovation costs
- Dictation systems
- Dogs (K-9)
- Office equipment (copiers, fax machines, etc.)
- Office furniture (desk, chairs, file cabinets, etc.)
- Supplies (stamps, paper, pencils, pens, stationary, etc.)
- Office rental space
- Phone lines/utilities/voice-mail systems
- Radar equipment/radar guns
- Rifles
- Surveillance equipment
- Televisions/VCRs/DVD players/projectors
- Vehicle leasing or rental agreements
- Vehicle fuel, parts, service, or maintenance
- Video cameras (other than vehicle mounted)/film
- Tire spikes
- Gun range equipment (target pop-ups, practice devices, etc)
- Evidence lockers
- Prisoner transport vehicles
- Narcotic test kits

In addition, this program will not provide funding for any items which are funded in the applicant agency's budget with other sources of funding (state, local, or BIA). You may apply only for otherwise unfunded items to supplement your agency's law enforcement budget.

Fiscal Year 2011 Coordinated Tribal Assistance Solicitation (CTAS)
Purpose Area #1: Public Safety and Community Policing

COPS Office Sworn Force Guidelines

The COPS Office will be considering a variety of criteria when making grant award decisions. The following guidelines are provided to help Tribes assess funding needs and understand COPS evaluation criteria.

Force Size	Recommended Officer Positions
Up to 20 Sworn Force	2-4 officer positions
21 to 40 Sworn Force	10-20% of current sworn force strength
41 or more Sworn Force	10-20% of current sworn force strength

U.S. Department of Justice Fiscal Year 2011 - Coordinated Tribal Assistance Solicitation

Calculation of Match Requirements

Match requirements only pertain to Purpose Area #7, Juvenile Justice

Match Requirement (cash or in-kind)

Federal funds awarded under this program may not cover more than 90% of the total costs of the project being funded. The applicant must identify the source of the 10% non-federal portion of the total project costs and how match funds will be used. (Match is restricted to the same uses of funds as allowed for the federal funds). Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

Federal Award Amount = Adjusted (Total) Project Costs

Federal Share Percentage

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

Example: 90%/10% match requirement: for a federal award amount of \$500,000, match would be calculated as follows:

\$500,000 = \$555,555 10% x \$555,555 = \$55,555 match

90%

Example: 90%/10% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

\$350,000 = \$388,889 10% x \$388,889 = \$38,889 match

90%

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 cost.

Example (for construction projects only): 50%/50% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

\$350,000 = \$700,000 50% x \$700,000 = \$350,000 match

50%

Additional Requirements for Department of Justice (DOJ) Fiscal Year 2011 Coordinated Tribal Assistance Applications

(Part J, “Additional Requirements,” Coordinated Tribal Assistance Solicitation)

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including:

Civil Rights Compliance

As a condition for receiving DOJ funding, recipients must comply with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and DOJ's regulation for the Equal Treatment of Faith-Based Organizations. Depending on the funding source, and subject to the applicable provisions of the Indian Self-Determination and Education Assistance Act, a recipient must also comply with the nondiscrimination provisions within the applicable program statutes, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (“the Omnibus Crime Control and Safe Streets Act”), the Victims of Crime Act, or the Juvenile Justice and Delinquency Prevention Act. Collectively, these federal program statutes prohibit a DOJ funding recipient from discriminating either in *employment* (subject to the exemption for certain faith-based organizations discussed below (see “Funding to Faith-based Organizations”) and to the applicable provisions of the Indian Self-Determination and Education Assistance Act) or in the *delivery of services or benefits* on the basis of race, color, national origin, sex, religion, or disability. In addition, recipients may not discriminate on the basis of age in the delivery of services or benefits. See more information on [Statutes and Regulations](#).

Compliance with Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of national origin in the delivery of services or benefits, entails taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To assist recipients in meeting their obligation to serve LEP persons, the DOJ has published a guidance document, which is available on the [LEP.gov web site](#). DOJ encourages applicants and recipients to include within their program budgets the costs for providing interpretation and translation services to eligible LEP service populations.

For technical assistance on complying with the civil rights laws linked to the receipt of federal financial assistance, please contact the:

Office of Justice Programs
[Office for Civil Rights](#)
810 7th Street NW
Washington, DC 20531
202-307-0690
Fax: 202-616-9865
TTY: 202-307-2027

Funding to Faith-Based Organizations

In 2002, President George W. Bush issued Executive Order 13279 and in 2004, DOJ issued the regulation, Equal Treatment for Faith-Based Organizations, 28 CFR Part 38. In general, the Executive Order and regulation require funding organizations to treat faith-based organizations (FBOs) the same as any other applicant or recipient of DOJ funding, neither favoring nor discriminating against FBOs in making and administering grant awards, and require that FBOs be allowed to retain their independence, autonomy, expression, and religious character when competing for DOJ financial

assistance used to support social service programs and participating in the social service programs supported with DOJ financial assistance.

The Executive Order and regulation also prohibit recipient FBOs from using Justice Department funding to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in inherently religious activities; however, these activities must be separate in time or location from the federally-assisted program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

Some program statutes, including the Omnibus Crime Control and Safe Streets Act, the Victims of Crime Act, and the Juvenile Justice and Delinquency Prevention Act, contain express nondiscrimination provisions that prohibit all recipients of funding under these statutes from discriminating on the basis of religion in employment. Despite these nondiscrimination provisions, DOJ has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit FBOs applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

If the statute that authorizes a DOJ funding program generally forbids consideration of religion in employment decisions by grantees, an FBO may receive DOJ funds and continue to consider religion when hiring staff if it meets the following criteria:

1. The FBO demonstrates that its program for which it seeks federal funding is an exercise of religion;
2. The FBO demonstrates that requiring it to either forgo its religious preference in hiring or forgo the federal funding would substantially burden its exercise of religion; and
3. The funding entity is unable to demonstrate that applying the nondiscrimination provision to this FBO would both further a compelling government interest and be the least restrictive means of furthering this interest.

DOJ awarding agencies will grant exemptions to the prohibition against hiring discrimination on the basis of religion in the program statutes on a case-by-case basis to FBOs that certify to the following, unless there is good reason to question its truthfulness:

1. The FBO will offer all federally-funded services to all qualified beneficiaries without regard for the religious or non-religious beliefs of those individuals; and
2. Any activities of the FBO that contain inherently religious content will be kept separate in time or location from any services supported by direct federal funding, and if provided under such conditions, will be offered only on a voluntary basis; and
3. The FBO is a religious organization that sincerely believes that providing the services in question is an expression of its religious beliefs; that employing individuals of particular religious belief is important to its religious exercise; and that having to abandon its religious hiring practice to receive federal funding would substantially burden its religious exercise.

FBOs that are seeking federal financial assistance under the Omnibus Crime Control and Safe Streets Act, the Victims of Crime Act, and the Juvenile Justice and Delinquency Prevention Act as well as an exemption to their prohibition against religious discrimination in hiring, must complete and retain an **original, signed document for their records** ([see sample Certificate of Exemption for Hiring Practices on the Basis of Religion](#)), certifying to the three provisions set forth above, **and then, must work with DOJ to attach it to the grant file, after receipt of an award.** For more information, please consult the [Office for Civil Rights](#).

Confidentiality and Human Subjects Protection (if applicable)

DOJ regulations (28 CFR Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data. 28 CFR Section 22.23. The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes." 28 CFR Section 22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 CFR Section 22.27.

In addition, DOJ has regulations with respect to the protection of human research subjects. See 28 CFR Part 46. In brief, 28 CFR Part 46 requires that research involving human subjects that is conducted or supported by a Federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before Federal funds are expended for that research. As a rule, persons who participate in Federally-funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 CFR Part 46 requirements, as requested by OJP. OJP has developed a [decision tree](#) to assist applicants in determining whether an activity they are planning to undertake with OJP funds constitutes research involving human subjects.

General information regarding Data Confidentiality and Protection of Human Research Subjects (and Model Privacy Certificates and other forms):

- [Standard Forms and Instructions](#)
- [National Institute of Justice Protecting Human Subjects](#)

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval of DOJ. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Financial and Government Audit Requirements

With respect to financial and government audit requirements, Federal grants are governed by the provisions applicable to financial assistance contained in the OMB [Circulars](#).

Your awarding agency also provides information on requirements specific to the administration of awards made by that agency. These awarding agency guidance documents contain information on

allowable costs, methods of payment, audit requirements, accounting systems, and financial records. By awarding agency, the applicable guidance documents are listed as follows:

- **OJP award recipients:** OJP award recipients must comply with the OJP [Financial Guide](#). This document will govern how all OJP award recipients administer funds.
- **COPS award recipients:** COPS award recipients must comply with the applicable Grant Program Owner's Manual, that is, the COPS Tribal Resources Grant Program Owner's Manual or the COPS Tribal Methamphetamine Initiative Grant Program Owner's Manual. These documents will govern how all COPS award recipients administer funds.
- **OVW award recipients:** OVW award recipients must comply with the OVW Financial Grants Management Guide. This guide will govern how OVW award recipients administer funds.

Audit Requirements

Audits of state and local units of government (including Indian tribal governments), institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB Circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit a single organization-wide financial and compliance audit report to the **Federal Audit Clearinghouse** within 9 months after the close of each fiscal year during the term of the award.

Reporting Requirements

Grantees must comply with the following reporting requirements:

- **Financial status reports**
 - **OJP and OVW award recipients:** Grantees must submit financial reports using the SF-425 form quarterly by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the grant award end date. Grantees may file SF-425 forms through the [Grants Management System \(GMS\)](#). Grant recipients who do not submit SF-425 reports by the due date will be unable to drawdown funds.
 - **COPS award recipients:** Grantees must submit financial reports using the SF-425 form by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the grant award end date. Grantees who do not submit SF-425 reports by the due date will be unable to drawdown funds.
- **Program Progress Reports**
 - **OJP award recipients:** Grantees must complete and submit semiannual reports using the Categorical Assistance Progress Reports form (OJP Form 4587/1) within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Grantees should submit progress reports through [GMS](#) using the "Application" module. Grantees may address questions to the GMS Help Desk at 1-888-549-9901.
 - **COPS award recipients:** Grantees must submit periodic program progress reports and a final progress report. The COPS Office will notify the award recipient when the progress report is due and provide instructions for submission.
 - **OVW award recipients:** Grantees must submit semiannual program progress reports and a final progress report using specific forms provided by OVW. Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Grantees should submit progress reports through [GMS](#).

National Environmental Policy Act (if applicable)

All awards are subject to the National Environmental Policy Act (NEPA) and other related Federal laws, if applicable. 42 USC Section 4321 et seq. DOJ has established procedures to implement NEPA. See 28 CFR Part 61. The regulations state that "all federal agencies are required to give appropriate consideration to the environmental effects of their proposed actions in their decision-making and to prepare detailed environmental statements on . . . major federal actions significantly affecting the quality of the human environment." 28 CFR section 61.2. Under the regulations, DOJ, among other things, is required to "[c]onsider from the earliest possible point in the process all relevant environmental documents in evaluating proposals for Department action[.]" 28 CFR Section 61.6.

DOJ has responsibility to ensure compliance with NEPA and 28 CFR Part 61, including Appendix D. For many projects that are funded by DOJ, NEPA may have no applicability. However, if DOJ funds will be used, for example, to pay for renovation projects or new construction, programs involving the use of chemicals, or any other activity, including research and technology development, that may have an effect on the environment, at a minimum, the funding recipient must provide a full description of proposed project activities to DOJ, and an Environmental Assessment must be prepared. Prior to allowing a recipient to spend funds for such a project, the DOJ awarding agency must make a finding that the project does not significantly affect the human environment and that further environmental assessment is not necessary.

Criminal Intelligence Systems (if applicable)

Recipients using federal funds under this grant program to operate an interjurisdictional criminal intelligence system must comply with the operating principles of 28 CFR. Part 23. An "interjurisdictional criminal intelligence system" is generally defined as a system that receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 CFR Part 23 contains operating principles for these interjurisdictional criminal information systems that protect individual privacy and constitutional rights.

If you are applying for funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, or if you are not applying for technology funds from this grant program, 28 CFR Part 23 does not apply.

EPIC Reporting (if applicable)

Recipients agree to complete and submit to the El Paso Intelligence Center (EPIC) a Form 143 for each clandestine methamphetamine laboratory that is seized and closed during the grant award period. The data compiled from the submitted EPIC forms may be used to determine the number, types, and locations of seized laboratories, as well as sources of chemicals and precursors, and may be used in allocating future resources.

DOJ Information Technology Standards (if applicable)

As appropriate, all equipment and software developed under awards that result from this solicitation must be compliant with DOJ information technology interface standards, including the [National Criminal Intelligence Sharing Plan](#), the [Global Justice XML Data Model](#), and the Law Enforcement Information Sharing Plan. A list of additional standards can be found at the [OJP Standards Clearinghouse](#).

Non-Supplanting of State and Local Funds

Generally, recipients must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that they have appropriated for the same purpose. Specific program requirements, however, may vary with regard to treatment of supplanting. For example, programs may have specific statutory prohibitions regarding supplanting or may permit the supplementation of existing nonfederal resources with federal funds under specified circumstances. For programs that prohibit supplanting, potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of current and future funds under DOJ-funded programs, suspension or debarment from federal grants, recoupment of monies provided under DOJ-funded grants, and civil and/or criminal penalties. For additional guidance regarding supplanting, including DOJ program-specific examples, refer to the Supplanting Guidance FAQ located at www.tribaljusticeandsafety.gov/ctas11/supplantingguide.pdf.

Criminal Penalty for False Statements

False statements or claims made in connection with DOJ grants may result in fines, imprisonment, and debarment from participating in federal grants or contracts, and/or other remedy available by law.

Suspension or Termination of Funding

DOJ awarding agencies may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder, or other provisions of federal law.
- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- Implementing substantial plan changes without the express prior written approval of the awarding agency to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit reports in a timely manner.
- Filing a false certification in this application or other report or document.

Before imposing sanctions, the respective DOJ awarding agency will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in DOJ regulations in 28 CFR Part 18.

Non-Profit Organizations

In all funded programs for which non-profit organizations are eligible subrecipients, DOJ's policy is that an organization can demonstrate its non-profit status in any one of four methods:

1. Submission of proof of 501(c)(3) status from the Internal Revenue Service.
2. Submission of a statement from the state or tribal taxing authority or state Secretary of State, or other similar official certifying that the organization is a non-profit operating within the

- jurisdiction, and that no part of its net earnings may lawfully benefit any private shareholder or individual.
3. Submission of a certified copy of the applicant's certificate of incorporation or similar document.
 4. Submission of any item above, if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local non-profit affiliate.

For-Profit Organizations

For-profit organizations that receive grant funds should be aware that additional special conditions are placed on awards to such organizations. Among other things, commercial organizations must agree not to make a profit as a result of an award and not to charge a management fee for the performance of an award. Also, commercial organizations must agree to comply with the contract cost principles of subpart 31.2 of the Federal Acquisition Regulations.

Government Performance and Results Act (GPRA)

The funding recipient agrees to collect data (on a quarterly, semi-annually, or annual basis, as requested) appropriate for facilitating reporting requirements established by Public Law 103-62 for the Government Performance and Results Act. The funding recipient will ensure that valid and auditable source documentation is available to support all data collected for each performance measure specified in the program solicitation.

Rights in Intellectual Property

DOJ reserves certain rights with respect to data, patentable inventions, works subject to copyright, and other intellectual property associated with an award of Federal funds. See 28 CFR §§ 66.34, 70.36, and 37 CFR Part 401.

Federal Funding Accountability and Transparency Act Subaward Reporting System

Applicants receiving an award OJP should be aware of the requirements of the Federal Funding Accountability and Transparency Act of 2006 (FFATA), which calls for the establishment of a single searchable website that is accessible by the public and includes the following information for each Federal award:

- The name of the entity receiving the award.
- The amount of the award.
- Information on the award including the transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source, and an award title descriptive of the purpose of each funding action,
- The location of the entity receiving the award and primary location of performance under the award, including the city, state, congressional district, and country.

- A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity.
- Any other relevant information specified by OMB.

Direct grant award information must be collected starting in FY 2007 and available for disclosure beginning in January 2008; sub-grantee award data must be available beginning in January 2009. DOJ awarding agencies will be responsible for collecting grantee information and providing it to the public website, using data provided by grantees through Grants.gov and the Grants Management System. Additional information regarding these requirements will be provided when available. For more information, visit the USASpending.gov web site.

The FFATA Subaward Reporting System (FSRS), accessible via the Internet at www.fsrs.gov, is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements.