

U.S. Department of Justice
Coordinated Tribal Assistance Solicitation
(CTAS)
Fiscal Year 2015

Frequently Asked Questions (FAQs)

1. What is the Coordinated Tribal Assistance Solicitation?

The Coordinated Tribal Assistance Solicitation (CTAS) responds to Tribal Leaders' request to improve and simplify the U.S. Department of Justice (DOJ) grant-making process. Since Fiscal Year (FY) 2010, DOJ has combined existing Tribal Government-specific competitive solicitations into one solicitation and required only one application from each tribe or tribal consortium under CTAS. FY 2015 CTAS continues this approach.

2. Is this process different from Fiscal Year (FY) 2014?

DOJ incorporated feedback from tribal meetings and consultations and has made the following changes to this FY 2015 CTAS:

- The question-and-answer templates have been coordinated and refined across purpose areas to ensure more uniformity and cohesiveness and to reduce duplication.
- The strategic planning program has been updated to provide an additional opportunity to receive more coordinated and comprehensive funding from the DOJ in the future.
- The OVW Tribal Sexual Assault Services Program continues to be separated from CTAS.
- Due to limited funding, Purpose Area #4 will not be making awards for new projects for construction of justice system facilities in FY 2015. Awards will be focused on renovation.
- BJA will not award any planning grants under Purpose Area #4. Applicants interested in justice system planning efforts are encouraged to apply under Purpose Area #2.
- Applicable purpose areas have been updated to allow activities related to tribal jurisdiction over non-Indian perpetrators of domestic violence on tribal lands as authorized through the Violence Against Women Reauthorization Act of 2013.
- Due to the elimination of funding from the Juvenile Accountability Block Grant program, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has changed the focus of the current Purpose Area #8 (Tribal Juvenile Accountability Discretionary Grant Program) from accountability-based programs for youth to tribal healing to wellness courts for juveniles.
- The Budget Detail Worksheet for Purpose Area #1, which is administered by the COPS Office, has been redesigned.

Programmatic Assistance: For programmatic and general assistance with the requirements of this solicitation, contact the Response Center at 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; see www.opm.gov/Operating_Status_Schedules/fedhol/2011.asp) from 9:00 a.m. to 5:00 p.m. Eastern Time (ET). The Response Center will remain open on the solicitation closing date until 7:00 p.m. Eastern Time (ET).

17. Can a consortium apply for funding under a specific purpose area and individual tribes forming that consortium apply for the same and other purpose areas?

Yes. A tribe may apply as part of a consortium and also submit its own independent application in response to the 2015 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.

18. Can a tribe apply for a purpose area as part of a consortium and as an individual tribe?

Yes. Applying for a purpose area as part of a consortium does not preclude a tribe from applying for the same purpose area as an individual tribe provided that the applications are for different projects or activities. The same application cannot be submitted as part of a consortium and also as an independent tribe, but a tribe could apply for a different project in the same purpose area. For example, a tribe could apply under Purpose Area #3 as part of a consortium that is requesting a drug and alcohol prevention project that would serve all of the participating tribes, and the tribe could also apply independently under Purpose Area #3 for a drug and alcohol treatment program for court-involved individuals. As long as the requested projects are distinct and separate, there is no prohibition.

19. For the Tribal Community and Justice Profile section of a consortium application, does the application need to address each member tribe specifically, or should it address the service area of the consortium as a whole?

The Tribal Community and Justice Profile for a consortium application should address the service area of the consortium as a whole.

20. How many performance measures do we need to have for each purpose area?

Please see section F, part IV of the 2015 CTAS. Additionally, many of the purpose area templates describe what is required when addressing performance measures. You should address all performance measures listed for each purpose area for which you are applying.

21. Is there a page limit on the number of other attachments?

There is a 15-page limit for the Tribal Community and Justice Profile and a 15-page limit for each Purpose Area narrative. There is no page limit for other attachments, but there is a size limit. No single attachment may exceed 20 megabytes.

22. If we have a current grant under one of the purpose areas, are we eligible under that area?

Generally, all federally recognized tribes are eligible to apply for all purpose areas for FY 2015. However, a tribe with current funds that are not expiring should not seek funding for a project that is already covered by existing funding, but rather should seek funding to expand or enhance existing projects or to start a new project. Additionally, CTAS FY 14 OVW's Purpose Area #5; OVC's Purpose Areas #6 and #7; and OJJDP Purpose Area #9 have specific restrictions. Please see the specific purpose area requirements.

23. If we apply for three purpose areas, is it possible that only one or two purpose areas could get funded? Or is it all or none?

Each purpose area will be reviewed individually by the U.S. Department of Justice (DOJ) component that manages that purpose area. Once all purpose area narratives have been reviewed, the DOJ components will come together to discuss their funding recommendations and coordinate in making award decisions to address any needs that are directly related to one another. Therefore, it is not "all or none." Where multiple awards are made, such awards will be managed by the awarding DOJ component in the same manner that grants are currently managed. You must maintain the grant funds separately and file all required reports for each grant awarded with the applicable DOJ component.

24. Can a tribe or a department of a tribe submit an application *other* than to the Coordinated Tribal Assistance Solicitation?

Yes. The CTAS is a coordinated solicitation for certain Tribal Government-specific grant programs, but the DOJ administers many other grant programs for which tribes may be one of many eligible entities. Tribes or tribal consortia may submit applications for any other DOJ grant funding opportunity for which tribes are eligible. Please visit www.grants.gov on a regular basis for a listing of all funding opportunities.

25. Is the Tribal Law and Order Act incorporated into the CTAS?

Yes. The Tribal Law and Order Act (TLOA) affected different grant programs in different ways. All of these changes were incorporated into the CTAS. For more information on the TLOA, see www.justice.gov/tribal/, which contains both a PowerPoint presentation with highlights of the act and a document showing line-by-line changes from the act.

26. Is the Violence Against Women (VAWA) Reauthorization of 2013 reflected in the CTAS?

Yes. Applicable purpose areas have been updated to allow activities related to tribal jurisdiction over non-Indian perpetrators of domestic violence on tribal lands as authorized through the VAWA.

27. Are Alaska village corporations and regional corporations eligible to apply for the CTAS?

Yes. Both regional and village corporations established pursuant to the Alaska Native Claims Settlement Act are eligible to apply for all purpose areas under the CTAS based on the following statutory definition of "Indian tribe," which applies to all purpose areas:

"Indian tribe" means any Indian tribe, band, nation, or other organized group or community, **including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 USC §§ 1601 et seq.]**, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
[Emphasis added.]

28. Are political sub-units of Indian Tribal Governments (e.g., tribally-recognized chapters or individual reservation(s)) under a larger federally recognized tribe eligible to apply for funding?

Yes, under very limited circumstances and only with prior approval obtained from DOJ prior to the application deadline. Procedures and other information related to obtaining such approval are below.

In general, only one application will be accepted from each tribe or tribal consortium. If a tribe or tribal consortium (including all agencies within that tribe or tribal consortium) submits more than one application, only one application will be considered in the review process.

However, in addition to accepting an application from each individual tribe, DOJ may accept a single application from a political sub-unit of a federally recognized Indian Tribal Government after DOJ review and approval of tribal documentation in support of the political sub-unit's eligibility to submit a separate application for funding to serve citizens within that political sub-unit.

DOJ will review the eligibility of a political sub-unit to submit an application (separately from the federally recognized Indian Tribal Government that includes such sub-unit, or the “parent tribe”) on a case-by-case basis. A political sub-unit of a federally recognized Indian Tribal Government seeking to apply under the FY 2015 CTAS **must** receive DOJ approval to submit an application **prior to the application deadline**.

Procedure for submitting a request for eligibility review:

In order to obtain DOJ approval to submit an application, a political sub-unit seeking to apply on its own must submit documentation that demonstrates the political sub-unit’s legal authority to submit its own application (separately from a parent tribe’s application). The political sub-unit seeking such approval must submit this documentation to the attention of Emily Gallas, Attorney Advisor, Office of the General Counsel, Office of Justice Programs, by e-mail, fax, or expedited/overnight mail (use of mail service with package tracking capability is strongly encouraged) that must be **received by OJP by no later than 7:00 p.m. Eastern Time on February 24, 2015**, in order for the political sub-unit’s request to receive DOJ review and consideration.

(Please note: Potential applicants that are political sub-units seeking approval to submit a CTAS application should still observe the February 24, 2015, deadline by which applicants are strongly encouraged to register in GMS in preparation for application submission. See section H of the solicitation, titled “How to Apply,” for more details regarding registration.)

29. Address information for submission of request for eligibility review:

E-mail:

Emily.Gallas@usdoj.gov (e-mail subject line should read: “CTAS Eligibility Review Request for [insert name of tribal political sub-unit]”)

Fax:

202-307-1419

Expedited/overnight mail:

Emily Gallas, Attorney Advisor
Office of the General Counsel
Office of Justice Programs
Rm 5400
810 7th Street NW
Washington, DC 20001

30. Is the demographic form scored?

Yes, the demographic form is scored based on completeness and is worth 5% of the total score. Where applicants are not able to provide specific data, the score will be determined by the applicant’s explanation for not being able to provide the requested information. In accordance with TLOA’s

mandate to consider crime data and staffing needs in COPS Office funding decisions, the COPS Office scores the demographic form partly for completeness and partly based on the crime data and staffing levels provided.

31. May a tribe request funding to host events or to provide food or beverage at events, such as meetings, conferences or trainings?

Generally, funding may not be used to purchase food 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.

Note: Costs for food and beverages are not allowable under Purpose Area #1 (COPS Office); however, the COPS Office does allow a per diem for approved program-related travel. In addition, regarding proposed activities under OVW Purpose Area #5, please see the following:

OVW funding cannot be used to purchase food or beverages for any meeting, conference, training, or other event, except if one of the following applies (justification for an exception listed below must be included in the budget narrative):

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP website at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs; requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients); and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio and visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), 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.

OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. The link to **OJP's** policy on funding related to food and/or beverages at meetings is

www.ojp.gov/funding/pdfs/foodandbeverage.pdf.

Please contact the purpose area-specific contacts if your tribe requires more information.

32. What is considered a good application?

When planning and writing a grant application, it is important to remember that most applications are submitted in a highly competitive forum. No grant application is guaranteed to receive funding, because hundreds of grant applications may be submitted to the same organization to compete for the exact same funds. Given this fact, applicants must view their grant application as a document with at least two goals: (1) to inform the reader of their plans, and (2) to persuade the reader that their project is worthy of funding. Additionally, samples of good applications can be obtained by contacting the Response Center at 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; see www.opm.gov/Operating_Status_Schedules/fedhol/2011.asp) from 9:00 a.m. to 5:00 p.m. Eastern Time (ET). The Response Center will remain open on the solicitation closing date until 7:00 p.m. Eastern Time (ET).

33. What is the maximum consultant rate for each DOJ component involved with CTAS?

The maximum daily consultant rates are as follows:

Office of Community Oriented Policing Services (COPS): \$550

Bureau of Justice Assistance (BJA-OJP): \$450

Office for Victims of Crime (OVC-OJP): \$450

Office on Violence Against Women (OVW): \$650

Office of Juvenile Justice and Delinquency Prevention (OJJDP-OJP): \$450

Note: Grantees must maintain documentation even for consultants below the rate.

The documentation must show that whatever rate the consultant is paid is appropriate for the type of work performed, the consultant's expertise, and prior work at that or a higher rate.

grant solicitation DOJ grant regulations and policies are based on the procurement standards contained in the Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Units of Government, codified at Title 28, C.F.R. Section 66.36, and known as the “Common Rule,” and the Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations, codified at Title 28, C.F.R. Section 70.44, known as the “NP Common Rule.” These guidelines should be used in conjunction with the appropriate DOJ component Financial Guide or Grant Owner’s Manual.

3. My agency is interested in applying for a U.S. Department of Justice (DOJ) grant. May I request technical assistance from a U.S. Department of Justice-funded training and technical assistance provider to assist me with the competitive application process?

Yes. Applicants may request and obtain technical assistance from a DOJ-funded TTA provider in regard to topic areas, technical questions contained in the grant solicitation, or clarification in reference to application requirements. However, as explained above, DOJ-funded TTA providers are prohibited from fully or partially writing the grant application as a service to grant applicants. Additionally, DOJ-funded TTA providers are prohibited from reviewing or providing comments on competitive grant applications.

How to apply

1. When should I register in GMS?

You are urged to register in GMS (steps 1–5 above) as early as possible and as soon as your tribe believes it will apply for CTAS funding. Steps for registering in GMS can be found in the solicitation.

2. When should I submit my application in GMS?

You are urged to submit your complete application at least 72 hours prior to February 24, 2015.

3. How many applications may I submit?

You will be allowed to submit one application. It is critical that you hit the “Save” button in GMS to update, revise, and save the application as necessary. Only when the application is complete and contains all requested information stated in the solicitation should you hit the “Submit” button in GMS.

4. What if I realize after I have successfully submitted my application in GMS that I made an error in my application?

An application can be revised in GMS up until the application deadline, February 24, 2015. Please note that only the final version of an application submitted in GMS will be considered.

5. What if I experience technical difficulties with GMS?

If you experience technical difficulties at any point during this process, please e-mail the GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday–Friday (except federal holidays) from 6:00 a.m. to 12 midnight Eastern Time.

6. What if my tribe has no Internet access and cannot submit an application electronically to GMS?

For applicants without Internet access who cannot submit an application electronically to DOJ’s Grant Management System, please contact the Response Center at 800-421-6770.

7. I do not have an Excel version or PC that supports the Excel Budget Detail and Narrative worksheet provided for CTAS applicants. What should I do?

This document requires that macros be enabled to work properly, and it will only be fully functional with Excel 2007 or later versions. Additionally, Excel 2008 version for Macintosh PCs may not run the macros for the CTAS Budget Detail and Narrative worksheet. If you are in this situation, you are permitted to use other application software (e.g., Microsoft Word) to capture the budget detail and narrative information for your tribe’s grant application. You are not required to use the specific budget form, but you do need to capture the same information. Please view the sample budget at www.justice.gov/tribal/ to see what information you should include.

Post-award

1. What is the Federal Funding Accountability and Transparency Act Sub-Award Reporting System?

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

Applicants should anticipate that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier sub-awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier sub-recipients.

The FFATA Sub-award Reporting System (FSRS), accessible via the Internet at www.frs.gov, is the reporting tool prime grantees under this solicitation will use to capture and report sub-award information and any executive compensation data required by FFATA. The sub-award information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award, furthering federal spending transparency.

Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding. Tribes without Internet access for whom this requirement would be problematic should contact the Response Center at 800-421-6770 or by e-mail at tribalgrants@usdoj.gov to discuss alternatives.

For additional information, you can review the award condition "Reporting Sub-awards and Executive Compensation (October 2010)" on the www.usdoj.gov/tribal website.

2. Now that the Central Contractor Registration is gone what do I need to do?

At the end of July 2012, the Central Contractor Registration (CCR) system went away. The CCR, along with federal agency registration, the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS), were migrated into the new SAM system. In order to manage your information, you must register with the SAM system. If you had an active record with CCR, you have an active record with SAM; however, you must create a new login to access your record. As in the past, you must maintain an active registration until you submit the final financial report required under the 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.

3. Is there a cost to tribes for using the System for Award Management (SAM)?

No, the System for Award Management (SAM) is a Federal Government-owned and -operated free website that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. The address for the government owned and operated website is <https://www.sam.gov/portal/public/SAM/>. Please be

aware of *non-government* websites that may offer services related to the SAM system, as these are not authorized or approved by the U.S. Department of Justice.

Purpose areas

Purpose Area #1 - Public safety and community policing (COPS Office – Tribal Resources Grant Program-Hiring and Tribal Resources Grant Program- Equipment/Training)

1. *My tribe is considering applying for Purpose Area #1 funding. How can I tell if my agency is eligible to apply?*

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. Furthermore, to qualify under Purpose Area #1, applicants must have an established law enforcement agency that is operational as of February 24, 2015, 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. We will not provide funding for start-up agencies under this program; however, if the entity has passed appropriate resolutions establishing a police department and has dedicated funding toward that department prior to the application deadline, they will be considered for funding.

2. *What is an established law enforcement agency for purposes of eligibility for COPS Office funding?*

A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.

3. *What projects can be supported under Purpose Area #1?*

Under Purpose Area #1, applicants may request funding for newly hired or rehired officers, law enforcement equipment and technology, and law enforcement training, including but not limited to:

Strategic planning: Strategic planning activities related to community policing.

Hiring: 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.

Equipment: 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.

Training: 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.

Travel: Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities, including costs associated with DOJ-required training.

4. *What information must I include under the Purpose Area #1?*

Using the Purpose Area #1 template, applicants are required to provide information demonstrating how grant funding will be used to increase their involvement in community policing. Answers to the narrative questions in this section should be specifically linked to the community policing activities to be implemented or enhanced through the grant project.

5. *My Tribal Government has multiple components of law enforcement departments (e.g., Department of Public Safety and Fish and Wildlife Department) that we are including in our request under Purpose Area #1. Do we need to report cumulative full and part-time budgeted sworn force strength numbers for all departments?*

Your application should report all cumulative, full- and part-time budgeted sworn force strength numbers for all law enforcement departments in your tribe that would receive funding through this request if awarded. The total number of sworn law enforcement officers in your tribe includes all sworn officers in all law enforcement agencies your tribe may have (police department, fish and game, natural resources, etc.)

6. *How much funding is my tribe eligible to receive under Purpose Area #1?*

Due to the decreased funding amount available and increasing competitive nature of TRGP, the COPS Office will continue to impose caps on FY 2015 awards. Tribes with a sworn force of 1–9 sworn officers are eligible for up to \$300,000 in COPS Office awards; tribes with a sworn force of 10–20 sworn officers are eligible for up to \$600,000 in COPS Office awards; and tribes with a sworn force greater than 20 sworn officers up are eligible for up to \$1,000,000 in COPS Office awards.

7. *How many officers should our tribe request?*

Although there is not a predetermined number of officers a tribe may request funding for, the COPS Office has provided sworn officer request guidelines that will help tribes determine their need along with our evaluation criteria for funding. The guidelines and evaluation criteria can be found at www.doj.gov/tribal.

8. *Will my tribe receive the total amount of funding we requested under Purpose Area #1?*

Purpose Area #1 grants are intended to meet the most pressing, otherwise unfunded law enforcement needs of tribal applicants. However, grant awards may be limited based on the availability of funding and size of the tribe's sworn force.

9. *Is there a local match requirement under Purpose Area #1?*

No. Purpose Area #1 grants will provide 100 percent of the funding for approved law enforcement hiring, equipment/technology, and training costs.

10. *What is the length of the grant award?*

Purpose Area #1 grants are for a 36-month implementation period. If your tribe is awarded a grant, it will receive funding to cover the entry-level salary and benefits of awarded officer positions or one-time purchases for allowable costs incurred during the 36 months following the grant award start date, unless an extension for additional time is granted.

11. *My tribe's law enforcement agency needs additional officer positions. Can we apply for funding to include these positions?*

Yes. Purpose Area #1 grants for 2015 do include hiring grants for newly hired or rehired full time sworn officer and Village Public Safety Officer positions.

12. *If we are awarded a grant, will our Tribal Government be subjected to monitoring, reporting, and evaluation requirements?*

Federal regulations require that any financial assistance from the Federal Government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting periodic programmatic progress reports and quarterly Federal Financial Reports. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all grantees will be required to cooperate with grant monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or an entity designated by the COPS Office.

The COPS Office monitoring staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. COPS may seek information including, but not limited to, your agency's compliance with non-supplanting and financial requirements of the grant and progress toward achieving your community policing plan. COPS Office Grant Program and Monitoring Specialists, as well as auditors, are particularly interested in confirming that the purchase of approved items is consistent with the applicant's proposal.

13. Will my tribe be responsible for submitting progress reports to the COPS Office for Purpose Area #1?

Yes. To assist in fulfilling the DOJ's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive grant funding must provide data that measures the results of their work. As part of the periodic progress reports, grantees must report on their progress toward implementing community policing strategies.

14. Would the COPS Office Purpose Area #1 allow for the purchase of a database system which would allow multiple databases throughout tribal departments to share information pertinent to law enforcement?

Yes.

15. Are tribal conservation departments eligible to receive grant funding under Purpose Area #1?

Yes, if a tribe's conservation department has primary law enforcement authority, it is eligible to receive grant funding under Purpose Area #1 as part of a tribe's single application. For clarification and as stated in the solicitation, applicants must have an established law enforcement agency, an existing contract with the Bureau of Indian Affairs (BIA) for law enforcement services, or an existing contract with a state or local agency for law enforcement services.

16. Can our police department request additional funding for Purpose Area #1 if they received a grant for this year already through the COPS Office?

Yes, you can apply under Purpose Area #1 if you are an existing grantee.

17. Must the law enforcement agency retain hired officers after the grant period ends?

Yes. Tribes must plan to retain grant hired officers for 12 months after the expiration of the grant.

18. What items may be requested under Purpose Area #1?

There are a variety of allowable costs tribes can request under Purpose Area #1. The COPS Office has provided a list of allowable and unallowable costs, which can be found at www.justice.gov/tribal/.

19. CTAS does not have the Tribal Methamphetamine Enforcement purpose area; may items still be requested to address methamphetamine issues facing the tribe?

Yes. Although the Methamphetamine Enforcement purpose area is not available, tribes may request officers, meth coordinators, and equipment to address a methamphetamine problem within the tribe.

20. *Does the COPS Office pay for background checks?*

Yes, the COPS Office does pay for background checks. Although they are not required, background checks are highly recommended.

21. *Can my tribe use funds to establish a new or supplement an already existing contract for law enforcement services with BIA, state, or local law enforcement?*

Yes. Funds awarded under the hiring portion of Purpose Area #1 may be used to establish a new contract or supplement an existing contract for law enforcement services. This contract does not have to be in place at the time of application, but must be in place prior to drawdown of funds, if awarded.

22. *What is the definition of career law enforcement?*

The COPS Office statute defines a career law enforcement officer as a person hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

23. *Does the civilian meth coordinator position need to be retained for 12 months after the completion of the grant?*

No, a civilian meth coordinator position is not subject to the COPS Office retention requirement.

24. *Under Purpose Area #1, may grantees use funding to rehire laid-off officers or rehire officers that are scheduled to be laid off?*

Yes. COPS Office TRGP-Hiring funding may be used to rehire officers who have been laid off due to state and local funding cuts or rehire officers that are scheduled to be laid off at a specific future date. Grantees must continue to fund the officers with their own funds from the grant award start date(s) until the date of the scheduled layoff(s). Grantees must keep records related to the layoff(s) and rehire(s) in their grant files for future monitoring and audit purposes.

Note: COPS Office TRGP-Hiring funding is based on the agency's entry-level salary and benefits package, and any additional costs beyond entry-level for the rehired officers must be paid by the agency with its own funding.

25. *Under Purpose Area #1, what type of documentation should be maintained in an agency's grant file regarding layoff(s) and rehire(s)?*

- The date of the layoff(s) or pending layoff(s)
- The number of officers laid off or who will be laid off
- The number of officers who will be rehired with COPS hiring funds
- The date of the rehire(s)
- The reason for the layoff(s) or pending layoff(s) (specifically showing reasons unrelated to the receipt of COPS Office funding)

26. *What are examples of supporting documentation to show that layoffs are not related to the receipt of COPS Office funds?*

- Budget documents
- Local council meeting minutes discussing the budget cuts and layoffs; personnel directives given to officers scheduled for layoff
- Other documentation prior to the date of the application announcement explaining why the layoffs occurred

27. *What fringe benefits are the allowable?*

For more information on what fringe benefits are allowable, refer to the allowable and unallowable cost list at www.justice.gov/tribal/.

Purpose Area #2 - Comprehensive Tribal Justice Systems Strategic Planning (BJA)

1. *What projects are supported under Purpose Area #2?*

Under Purpose Area #2, applicants may request funding to 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.

Equipment: Purchase general office equipment such as computers, fax machines, printers, scanners, etc. necessary to assist with the strategic planning process.

Training: 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.

Travel: Airfare, lodging, mileage reimbursement, and per diem associated with regional, and national meetings or strategic planning trainings, including costs associated with DOJ-required trainings.

2. *Can Purpose Area #2 funds be used for personnel?*

Yes, hiring a staff member or contract position as a program manager is an allowable expense for PA #2. Because the strategic planning process requires a lot of coordination across different departments within a tribe, BJA encourages the inclusion of a staff person to manage the process.

3. *How much funding is my tribe eligible to receive under Purpose Area #2?*

BJA plans to award approximately 5 grants, up to \$75,000 per award.

4. *What is the length of the grant award?*

Purpose Area #2 grants are for an 18-month period unless an extension of time is granted.

5. *If we are awarded a grant, will our Tribal Government be subjected to monitoring, reporting, and evaluation requirements?*

Federal regulations require that any financial assistance from the Federal Government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting periodic programmatic progress reports and quarterly federal financial reports.

6. *Will training and technical assistance (TTA) be provided for PA #2 grantees, and is the training required?*

BJA has a dedicated TTA provider to provide extensive support to PA #2 grantees. This will include three required off-site trainings and on-site telephonic and web based TA. PA #2 applicants should budget for at least five core team members to travel to three trainings during the 18-month grant period. For budgeting purposes only, applicants should use Washington, DC, to calculate estimated travel costs. The actual training locations will be determined after awards are made.

7. *Will my tribe be responsible for submitting progress reports to BJA for Purpose Area #2?*

Yes. To assist in fulfilling the DOJ's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive grant funding must provide data that measures the results of their work.

Purpose Area #3 - Justice systems and alcohol and substance abuse (BJA—Tribal Courts Assistance program and Indian Alcohol and Substance Abuse Prevention program)
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1. *What projects can be supported under Purpose Area #3?*

Allowable projects under this purpose area can 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, indigent defense services, healing to wellness courts, intervention or treatment, detention programming, community corrections, re-entry planning and programming, justice system infrastructure enhancement, justice system information sharing; respond to and prevent alcohol and substance abuse related crimes; implement enhanced authorities and provisions under the Tribal Law and Order Act; or develop, implement, and enhance substance abuse prevention and treatment programs including those that prevent and address the needs of drug-endangered children.

Examples of projects that can be supported are:

Strategic planning: Developing tribal action plans for alcohol and substance abuse; Increasing coordination with relevant non-tribal agencies and organizations and among all levels of the tribe; engaging in strategic planning efforts to address the needs of the tribe's justice system and to comprehensively address alcohol and substance abuse-related crime.

Equipment: General office equipment such as computers, fax machines, printers, scanners, surveillance cameras, digital cameras, office furniture, courtroom furniture, computer networks, court management systems, electronic monitoring/alcohol monitoring bracelets and related equipment, etc.

Prevention: Protecting communities from alcohol and drug use or production; culturally relevant and appropriate substance abuse prevention programs.

Law enforcement: Identifying, apprehending, and prosecuting individuals who illegally transport, distribute, and abuse alcohol and controlled as well as 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.; provision of indigent defense/criminal legal defense services; activities relating to the implementation of 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 re-entering 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 monitoring/alcohol monitoring bracelet programs.

Re-entry: Developing, implementing, and enhancing culturally appropriate reentry programs. Provision of treatment, aftercare, and other reentry supportive services to offenders re-entering 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 obtaining expert knowledge to assist with the development and enhancement of the program, such as culturally appropriate training, technical assistance, treatment, information technology, etc.

Travel: Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities, including costs associated with DOJ-required training.

2. *Can I request funding for both a tribal court program and an alcohol and substance abuse program under purpose area #3?*

Yes, you may request grant funding for one or more areas of focus within this purpose area. This can be either one comprehensive project integrating the two areas or two distinct separate projects with separate program management depending on the needs of your tribe. If you choose to request funding for two distinct programs, your application should show how the two projects are related and how, together, they will improve public safety and the overall justice system for your tribe. Regardless, you should still submit *only one* purpose area narrative for Purpose Area #3 describing all of the programmatic activities that you are proposing under the broad area of justice systems and alcohol and substance abuse. Your narrative may encompass two different programs (e.g., one court-focused and one alcohol and substance abuse-focused), but they must both be described within a single narrative.

3. *Are grant deliverables subject to approval?*

Yes, deliverables produced with grant funds must be reviewed and approved by BJA prior to the production and dissemination of said products. Examples of deliverables include conferences, workshops, billboards, flyers, pamphlets, training curricula, etc.

4. *Is a match required?*

No, a match is not required.

5. *Am I eligible to apply for Purpose Area #3 funds if I received a grant under the FY 2014 Purpose Area #3?*

Yes, grant recipients of FY 2014 CTAS funding are eligible to apply for funds under Purpose Area #3 of this solicitation.

6. *Will DOJ offer any technical assistance to grant recipients under this program?*

Yes, DOJ will partner with a technical assistance provider that will provide training and technical assistance to grant recipients via workshop(s) and ad hoc assistance.

7. *Is it a requirement to have an advisory board?*

No, an advisory board is not required. However, an advisory board is recommended. If the tribe establishes an advisory board, it should be sustained throughout the entire project period and should emphasize tribal and non-tribal partnerships. Advisory board members are encouraged to attend BJA training and technical assistance activities.

8. *Who should be a part of the advisory board?*

It is recommended that an advisory board consist of a minimum of seven members. The advisory board should be led by a member of the tribal council or a criminal justice partner (such as lead law enforcement official, tribal justice, lead correction official) depending on the focus of the criminal justice

component of the program. The co-chair of the advisory board should be a lead representative from an alcohol or substance abuse agency or field. The advisory board should include representation from key stakeholders and decision makers within the tribe to ensure successful strategy development and implementation. Applicants should give strong consideration to including representatives from Tribal Government, tribal law enforcement and tribal courts (if your tribe has this structure), and other key partners and agencies within and outside tribal community, addressing issues such as treatment/health/mental health; adult and juvenile corrections/probation; education; economic development; social/family related services.

9. *Can a Tribal Government with a service population of less than 1,000 apply to plan, implement, or enhance a single tribal court system?*

Yes, tribes or tribal consortia of any size can apply to plan, implement, or enhance a new tribal court system. However, tribes with a service population of less than 1,000 are encouraged to consider applying as part of intertribal consortia.

10. *Do tribes have to allocate a specific amount over the project period to cover travel and other costs for attending BJA training/court-related meetings?*

Technical assistance and training remains a critical component toward planning, implementing, enhancing, and sustaining tribal justice systems. You should budget for travel costs of up to two U.S. Department of Justice-sponsored grant meetings. You should estimate the costs of travel and accommodations for two staff to attend two meetings, with one trip to Washington, DC, and one in their region. The time period for each grant meeting will be approximately three days.

11. *If my tribe is applying for multiple areas of focus under PA #3, can we request \$750,000 for each project?*

No, regardless of the number of areas of focus the recommended range for funding is \$250,000 to \$750,000 total.

Purpose Area #4 - Corrections and Correctional Alternatives (BJA—Tribal Justice Systems Infrastructure Program)

1. *What projects can be supported under Purpose Area #4?*

This purpose area can support efforts related to planning, constructing, and renovating facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to tribal jurisdiction. Examples include the following:

Justice system planning efforts: Related to constructing and renovating detention, multipurpose justice, and community-based correctional alternative (treatment or other rehabilitative services) facilities associated with the incarceration and rehabilitation of juvenile and adult offenders subject to tribal

jurisdiction; related to the development and implementation of community-based correctional alternatives to meet the needs of the tribe's population; comprehensive strategic planning.

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

Other costs associated with construction or renovation of a facility: Such as roads, sewer and water hook-ups, land preparation, and other items normally associated with construction site work; items associated with managing the planned construction or renovation process and construction materials necessary to build or renovate facilities and associated infrastructure; furniture, surveillance cameras, or other items affixed or integral to the facility; facility maintenance; contracts with private entities to increase the efficiency of the construction of tribal jails.

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

2. *If a Tribal Government has received renovation/construction funds from BJA in previous years, is it eligible to apply for funding under the Purpose Area #4?*

Yes. However, the tribe should demonstrate how the FY 2015 proposal complements, builds on, or differs from effort(s) funded in previous years.

3. *Will BJA offer any technical assistance to grant recipients under this program?*

Yes. BJA will provide training and technical assistance to grant recipients under this program.

4. *Is it a requirement of applicants pursuing funds for Purpose Area #4 to have an advisory board?*

Yes. Applicants who apply for funds to pursue justice planning efforts must establish a strategic planning advisory board for the project. The advisory board should include a well-rounded representation of the tribal criminal justice system including, but not limited to representatives from Tribal Government, criminal justice systems, treatment/health/mental health components, social/family-related services and community groups, local service providers, businesses, community-based organizations, faith-based service providers, media, and individuals within the proposed project's target population. An applicant may elect to establish only one advisory board for multiple purpose areas if the members include appropriate representation required for individual purpose areas. Applicants must be able to address in their application the composition of the advisory board and how the team members will support the implementation of the proposed project.

5. *Is a budget match required?*

No. Matching funds were eliminated for Purpose Area #4, Corrections and correctional alternatives.

6. *Do Tribal Governments have to allocate a specific amount over the project period to cover travel and other costs for attending BJA training/meetings?*

You must budget for travel costs of up to two U.S. Department of Justice-sponsored grant meetings. You should estimate the costs of travel and accommodations for two staff to attend two meetings, with one trip to Washington, DC, and one in your region. The time period for each grant meeting will be approximately three days.

7. *Do applicants have to submit a BIA correctional facility needs assessment that supports the tribe's application submission?*

Applicants are not required to submit a BIA needs assessment as part of the application. However, applicants who will rely on BIA support must describe BIA's role and contributions with the staffing, operations, and maintenance of the proposed facility renovation or construction. Also, applicants who will rely on BIA assistance should provide letters of support from BIA regarding staffing, maintenance, and operation of the facility. If applicants have received a BIA needs assessment, they are encouraged to reference it in the purpose area narrative of the grant application.

A tribe may submit, by authorizing resolution, 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.

8. *Will Purpose Area #4 grant recipients be required to submit project deliverables or data to the Bureau of Justice Assistance?*

Yes. In addition to satisfying financial and progress reporting, grant recipients that receive funding under Purpose Area #4 will be required to submit a completed master plan to BJA prior to the end of the grant period. BJA will provide training and technical assistance to grant recipients to facilitate the master plan development process. Additionally, justice system planning grant recipients will be required to report on the status of planning activities as part of the grant performance measures reporting requirement. Data regarding planning activities will be captured in the form of a checklist included as a section within the grant performance measures for this purpose area.

9. *Can I use funds to renovate or construct a police department or courthouse?*

Yes. However, these components must be part of a multipurpose justice center effort. In previous years, it was not statutorily allowable to use grant funds to construct police departments and courts, but recent changes in the law have made this permissible.

10. *Does the funded facility have to be located on tribal lands? How is “tribal lands” defined?*

Yes. Efforts funded under Purpose Area #4 must be located on tribal lands. Tribal lands means:

- a. all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and including rights-of-way running through the reservation;
- b. all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a State; and
- c. all Indian allotments, the Indian titles to which have not been extinguished, including rights-of way running through the same.

11. *If my tribe received funds to renovate or construct a correctional facility previously, can I now apply for Purpose Area #4 funds to renovate or construct a police department or a courthouse?*

Yes. However, the police department or courthouse must be part of a multipurpose justice center that includes a corrections or correctional alternative component.

12. *Can my tribe submit more than one application under Purpose Area #4?*

No. Only one application will be accepted from each tribe or tribal consortium, covering all purpose areas.

13. *Can my tribe apply for more than one subcategory (i.e., planning, renovation/construction, correctional alternatives) under Purpose Area #4?*

Yes. The tribe may apply for funding under one or all of the subcategories. For single tribes, the maximum amount requested should not exceed the suggested maximum request of \$1,000,000 for all subcategories combined. For example, a tribe may apply for renovation/construction of a detention center and correctional alternatives facility for a cumulative total that should not exceed \$1,000,000. For regional projects or projects involving multiple tribes, the maximum amount should not exceed the suggested maximum request of \$4,000,000. Also, please be advised that tribes applying for renovation/construction funds must ensure that the projects are “shovel ready.” It is not acceptable to apply for planning funds and renovation/construction funds for the same project. For example, tribes applying to renovate or construct a correctional facility cannot also apply for planning funds to conduct planning activities for the same project.

14. *If my tribe applies for more than one subcategory (i.e., planning, renovation/construction, correctional alternatives) under Purpose Area #4, does the 15-page purpose area page limit apply for each subcategory that my tribe applies for?*

No. The 15-page limit is cumulative for all subcategories that the tribe may apply for under Purpose Area #4. Applicants may not exceed the 15-page limit requirement for Purpose Area #4 if applying for more than one subcategory.

15. *Can tribes submit an application under Purpose Area #4 to fund facilities related to offender re-entry, such as transitional living facilities (halfway houses)?*

Yes. Tribes can use funding under Purpose Area #4 to fund offender re-entry facilities.

Purpose Area #5 OVW - Violence Against Women Tribal Governments Program

NOTE: Applicants that are interested in Purpose Area #5 should consult the guidebook available at <http://www.ovw.usdoj.gov/grantees.html>.

1. *Who is eligible to apply for Purpose Area #5 funding?*

Individual Indian tribes, Tribal Government consortia, and organizations acting as the authorized designee of an individual tribe are all eligible to apply.

2. *Are there additional eligibility requirements for Purpose Area #5?*

Eligibility exception [only for Purpose Area #5]: An organization may apply that is acting as the **authorized designee** of a federally recognized Indian tribe. If the applicant is a **tribal designee** under Purpose Area #5, OVW Violence Against Women Tribal Governments Program, the applicant will need a tribal resolution or equivalent legal enactment from the tribe as part of the application, which should 1) authorize the applicant to submit an application on behalf of the federally-recognized Indian tribe; and 2) state the tribe's support for the project and its commitment to participate in the project if it is selected for funding. **This resolution or equivalent legal enactment must be current, be sufficient to demonstrate authority for the application, contain authorizing signature(s), and be submitted by the application's due date. In addition, applicants that received OVW Tribal Governments Program funding in FY 2013 or FY 2014 are not eligible to apply for new funding or continuation funding with regard to the FY 2013 or FY 2014 awards. This eligibility requirement also extends to authorized legal organizations or associations that are granted the authority to apply on behalf of the tribe.**

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.

3. *What projects may be supported with Purpose Area #5 funding?*

Strategic planning: Comprehensive strategic planning to develop and enhance governmental strategies to increase the safety of Indian women.

Staffing: Salary and fringe benefits for: victim advocates; prosecutors; tribal court judges, probation officers, and other court staff; law enforcement 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; child and youth counselors or therapists; 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. Please note, the need for the position must be justified in the purpose area narrative and tribal narrative profile. For example, if an applicant is applying to hire a domestic violence police officer, OVW will expect to see information on the size of the police force, the number and percentage of domestic violence calls, and why the current police response needs improvement.

Victim services: 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 noncustodial parent in cases where one parent has committed domestic violence, sexual assault, or stalking against the other; services to address the needs of children and youth who are victims of domestic violence, dating violence, sexual assault, or stalking; and services for youth and children exposed to these crimes, including support for the nonabusing parent. Please note, services for youth and services for children exposed to violence are limited to no more than 30% of the Purpose Area #5 budget.

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, developing legislation and policies that enhance best practices, 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) and the jurisdictional provisions of the Violence Against Women Reauthorization Act of 2013.

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 school staff, 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 sex trafficking, stalking and teen dating violence. Also, no more than 30% of funds may go toward developing and implementing public education campaigns, community organizing activities, or prevention strategies focusing on engaging men as leaders and role models; to develop, maintain or enhance programs that work with men to prevent domestic violence, dating violence, sexual assault, or stalking by helping men serve as role models and social influencers of other men and youth at the individual, school or community levels.

Sex trafficking: VAWA 2013 added sex trafficking to the Tribal Governments purpose areas, and these funds can be used to support education and training on the topic and advocacy for victims.

Equipment and 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; supplies such as rape kits; general office supplies; postage; supplies necessary to create brochures, posters, fliers, resource manuals, training manuals; materials for traditional arts and crafts.

Cultural and traditional practices: Applicants are encouraged to incorporate cultural and traditional practices, including talking circles, healing ceremonies for those who have been sexually assaulted, gender specific traditional gatherings for victims and survivors, and sweat lodges for survivors, in proposed activities.

4. How can my organization demonstrate that it has been authorized to apply for Purpose Area #5 funding on behalf of a tribe?

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

5. *Are current OVW Tribal Governments Program grantees eligible to apply for Purpose Area #5 funding this year?*

Applicants that received OVW Tribal Governments Program funding in FY 2013 or FY 2014 are not eligible to apply for new funding or continuation funding with regard to the FY 2013 or FY 2014 awards. Applicants with OVW Tribal Governments Program awards from FY 2012 or earlier generally are eligible to apply for Purpose Area #5 funding in FY 2015; however, eligibility may be limited as follows based on the amount of funding remaining in the applicant's FY 2012 or earlier award:.

- If the applicant has 70% or more of funds remaining in the FY 2012 award as of March 24, 2015, it is not eligible for FY 2015 funding in this program.
- If the applicant has 50-69% of funds remaining in the award as of March 24, 2015, the amount of funding may be reduced from the requested amount.
- If the applicant has 49% or less remaining in the award as of March 24, 2015, it is fully eligible.

6. *What are the estimated award amounts for Purpose Area #5?*

Eligible applicants that have never before received funding from OVW may request up to \$450,000. Eligible applicants that have a current Tribal Governments Program award are encouraged to think carefully about the need for continuation funding. It is unlikely that OVW will be able to award applicants that are seeking continuation funding more than \$900,000.

7. *What is the award period for Purpose Area #5?*

All awards will be made for a period of 36 months.

8. *Can funding under Purpose Area #5 be used to assist victims of child physical abuse or to compensate victims of crime?*

In general, no. Purpose Area #5 funding can be used to address and provide services for incidents of domestic violence, dating violence, sexual assault, sex trafficking, and stalking. With regard to children (0–11 years old) and youth (12–18 years old), Purpose Area #5 funds may not be used in incidents of child physical abuse, but may be used for child sexual abuse. Please note that funds addressing children and youth must be limited to 30% of the total award amount. The funding cannot be used to provide direct services to children, youth, or adult victims for any crimes other than domestic violence, dating violence, sexual assault, sex trafficking, and stalking. Limited funds (no more than 30% of the Purpose Area #5 budget) can be used for children exposed to domestic violence, dating violence, sexual assault, and stalking.

9. *What other information should I know about the purpose area requirements?*

Confidentiality: In accordance with 42 U.S.C. 14925(b)(2), applicants receiving OVW funding, and their sub-grantees, must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety. Funded grantees will be required to document their compliance with this

provision. Applicants should submit the confidentiality acknowledgement form, which is available at www.ovw.usdoj.gov/docs/conf-acknowledgement.pdf.

Activities that may compromise victim safety or recovery: 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 the solicitation. Applicants from Alaska must budget \$25,000.

Legal assistance certification requirement: Applicants proposing to use Purpose Area #5 funds to provide legal assistance are required to complete and submit the certification at www.ovw.usdoj.gov/docs/sample-cert-letter.pdf.

Letter of Non-supplanting: Applicants must submit a letter, signed by the authorized representative, certifying that federal funds will not be used to supplant state, local, or tribal funds should a grant award be made. Please refer to www.ovw.usdoj.gov/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in GMS.

10. Are matching funds required?

No. Matching funds are not required for this purpose area. Applicants are strongly discouraged from including matching funds in their proposed budget for Purpose Area #5.

11. Can funding under this purpose area be used for renovations or construction?

No. Grantees cannot use grant funds for even such seemingly minor renovations as changing locks, installing security systems, painting walls, replacing carpets, or adding security fences or playgrounds.

12. Can funding be used to support salaries of criminal justice personnel such as law enforcement officers, probation and parole officers, or prosecutors?

Yes. However, the personnel must be dedicated to violence against women and they must keep time and attendance records to support that their time is spent on allowable activities.

Purpose Area #6 - Children’s Justice Act Partnerships for Indian Communities (OVC)

1. Who is eligible to apply for Purpose Area #6 funding?

Individual Indian tribes, Tribal Government consortia, and organizations acting as the authorized designee of an individual tribe are all eligible to apply.

2. *Can adult victims be supported under Purpose Area #6?*

In general, no. Purpose Area #6 is guided by 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) which supports demonstration projects in American Indian/Alaska Native (AI/AN) communities for the purpose of improving the investigation, prosecution, and handling of child abuse cases, especially cases of child sexual abuse, in a manner that increases support for and lessens trauma to child abuse victims.

3. *If a tribe received funding from CTAS FY 2013 CJA, are they eligible to apply for the CTAS FY 2015 Purpose Area #6 Program?*

No. CTAS FY 2013 CJA Program awardees are not eligible to apply for CTAS FY 2015 Purpose Area #6, CJA Program.

4. *What activities can be funded under the award?*

Allowable activities and services include outreach and awareness, victim assistance services, and travel. Specific examples include the following:

Staffing: Funding may support personnel that provides and oversees 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.

Coordination/Outreach/Awareness: Funding can be used to support meetings, community forums, development and distribution of protocols/manuals, policies, tribal codes, PSAs, posters, brochures, fact sheets, etc.

Needs assessment/Strategic plan/Logic model: 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.

Comprehensive victim assistance: Funding must be used to provide comprehensive victim assistance services that may be provided to include, but not limited to, the following: group counseling; emergency food, prorated rent and telephone services, transportation cost for victims, and training law enforcement personnel who handle child sexual abuse cases; and cultural and traditional practices, such as talking circles, healing ceremonies, gatherings for victims, survivors, family and community members, etc.

Travel: Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities, including costs associated with DOJ-required training or meetings.

Equipment and supplies: 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.

Training: Funding can be used to support training on the investigation and prosecution of child abuse and child sexual abuse, as well as victims' assistance.

5. *What activities cannot be funded under the award?*

Prevention- and construction-related costs are not allowed under this award.

6. *Are grant deliverables subject to approval?*

Yes, deliverables produced with grant funds must be reviewed and approved by OVC prior to the production and dissemination of said products. Examples of deliverables include conferences, workshops, flyers, pamphlets, training curricula, etc.

7. *Can tribes apply for more than the designated award totals?*

Applicants may apply for the approximate award amount of up to \$450,000 covering a three-year project period. DOJ has the discretion to negotiate the scope of work and budget with applicants prior to the awarding of a grant.

8. *May the applicant designate which of the performance measures it wishes to address, or is the applicant expected to address all performance measures?*

Applicants are expected to address all performance measures under this program area. They should describe their ability, through a formal process, to collect information related to the performance measures listed in the solicitation.

9. *Are there budgetary restrictions? What restrictions pertain to personnel and fringe benefits?*

If a position is supported with OVC funds, total costs associated with salary and fringe benefits may not exceed 50 percent of the federal grant amount under the Purpose Area. Additionally, if the applicant is (currently) funding a half-time victim-related position with other federal funds, resources under Purpose Area #6 may complement that position as long as the applicant does not exceed the aforementioned stipulation. Match is not required.

10. *Will OVC offer any technical assistance to grant recipients under this program?*

Yes, OVC will partner with a technical assistance provider that will provide training and technical assistance to grant recipients via workshop(s) and ad hoc assistance.

11. *If we are awarded a grant, will our Tribal Government be subjected to monitoring, reporting, and evaluation requirements?*

Federal regulations require that any financial assistance from the Federal Government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting periodic programmatic progress reports and quarterly federal financial reports.

OVC grant monitoring staff may take a number of monitoring approaches, such as site visits, and office-based grant reviews.

Purpose Area#7 Comprehensive Tribal Victim Assistance Program (OVC)

1. *Who is eligible to apply for Purpose Area #7 funding?*

Individual Indian tribes, Tribal Government consortia, and organizations acting as the authorized designee of an individual tribe are all eligible to apply.

2. *Can funds be used to implement a new victim assistance program under Purpose Area #7?*

Yes, funds can be used to develop a new or enhance and sustain a comprehensive victim assistance program. The program should provide a coordinated collaborative multidisciplinary response and provide trauma-informed, culturally competent holistic services to victims of crime, their families, and the community.

3. *If a tribe received funding from CTAS FY 2013 CTVA, are they eligible to apply for the CTAS FY 2015 Purpose Area #7 Program?*

No. CTAS FY 2013 CTVA Program awardees are not eligible to apply for CTAS FY 2015 Purpose Area #7, CTVA Program.

4. *What is meant by a coordinated collaborative multidisciplinary response?*

Applicants are encouraged to demonstrate strategies that are specific to their community and include collaboration with appropriate local agencies and organizations involved in assisting victims. They must also show their capacity to coordinate with other agencies serving crime victims such as U.S. Attorneys' Offices; Federal Bureau of Investigation field offices; state VOCA administrators; Bureau of Indian Affairs Law Enforcement Services; state and county law enforcement agencies; the Indian Health Service; mental health clinics, hospitals; and other appropriate tribal and nontribal agencies.

5. *What activities can be funded under the award?*

Allowable activities and services include outreach and awareness, victim assistance services, and travel. Specific examples include the following:

Staffing: Funding supports personnel that provides and oversees 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.

Coordination/Outreach/Awareness: Funding can be used to support meetings, community forums, development and distribution of protocols, policies, tribal codes, PSAs, posters, brochures, fact sheets, etc.

Needs assessment/Strategic plan/Logic model: 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.

Comprehensive victim assistance: 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.

Travel: Airfare, lodging, and mileage reimbursement for meeting or training costs related to grant activities, including costs associated with DOJ-required training or meetings.

Equipment and supplies: Purchase of new or enhancement of existing equipment/technology exclusively related to the enhancement or implementation of the victim assistance program. Costs may include computers, fax machines, printers, scanners, cameras, office furniture, equipment necessary to establish information-sharing database, leasing vehicles for use by program staff, small appliances and cleaning supplies for shelter, supplies necessary to create brochures, posters, fliers, resource manuals, materials for traditional arts and crafts, etc.

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.

6. *What activities cannot be funded under the award?*

Prevention- and construction-related costs are not allowed under this award.

7. *Are grant deliverables subject to approval?*

Yes, deliverables produced with grant funds must be reviewed and approved by OVC prior to the production and dissemination of said products. Examples of deliverables include conferences, workshops, flyers, pamphlets, training curricula, etc.

8. *Can tribes apply for more than the designated award totals?*

Applicants may apply for the approximate award amount of up to \$450,000 covering a three-year project period. DOJ has the discretion to negotiate the scope of work and budget with applicants prior to the awarding of a grant.

9. *May the applicant designate which of the performance measures it wishes to address, or is the applicant expected to address all performance measures?*

Applicants are expected to address all performance measures under this program area. They should describe their ability, through a formal process, to collect information related to the performance measures listed in the solicitation.

10. *Are there budgetary restrictions? What restrictions pertain to personnel and fringe benefits?*

If a position is supported with OVC funds, total costs associated with salary and fringe benefits may not exceed 50 percent of the federal grant amount under the purpose area. Additionally, if the applicant is (currently) funding a half-time victim-related position with other federal funds, resources under Purpose Area #7 may complement that position as long as the applicant does not exceed the aforementioned stipulation. Match is not required.

11. *Will OVC offer any technical assistance to grant recipients under this program?*

Yes, OVC will partner with a technical assistance provider that will provide training and technical assistance to grant recipients via workshop(s) and ad hoc assistance.

12. *If we are awarded a grant, will our Tribal Government be subjected to monitoring, reporting, and evaluation requirements?*

Federal regulations require that any financial assistance from the Federal Government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting periodic programmatic progress reports and quarterly federal financial reports.

OVC grant monitoring staff may take a number of monitoring approaches, such as site visits, and office-based grant reviews.

Purpose Area#8 Juvenile Healing to Wellness Courts justice (OJJDP—Enforcing Underage Drinking Laws and Drug Courts)

1. *What projects are supported under this purpose area?*

This purpose area focuses on tribal court responses to the alcohol-related issues of youth under the age of 21. Specific examples of activities include the following:

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

Equipment and supplies: 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.

Training: Offsite specific training for identified program staff to attend in order to improve or develop skills in the areas related to operating a tribal juvenile healing to wellness court. [NOTE: While funds can be allocated for program staff to attend training, all successful applicants will receive onsite and cluster trainings from the OJJDP selected training provider for tribal juvenile healing to wellness courts. Funds are *not* allowed for additional consultants.]

Travel: Airfare, lodging, and mileage reimbursement for meeting or training costs related to purpose area activities, including costs associated with DOJ-required training.

Strategic planning: Comprehensive planning for tribal justice systems to serve juveniles as it relates specifically to the tribal juvenile healing to wellness court objectives.

2. *Are matching funds required?*

Matching funds are not required under Purpose Area #8.

3. *How can I find out what costs are allowable/unallowable?*

Please reference the OJP Financial Guide (www.ojp.gov/financialguide/index.htm) to determine whether program costs are allowable or unallowable.

4. *What training and technical assistance requirements are associated with this award?*

OJJDP requires all newly awarded grantees to attend a mandatory orientation meeting during the first year of the project. OJJDP also requires grantees to attend an annual tribal grantee regional cluster meeting in the second and third years of the project.

In addition, in the first year of the project, OJJDP will provide newly funded grantees mandatory intensive training and technical assistance to help them develop a comprehensive strategic plan and the capacity to collect and utilize performance management and program evaluation data. This training and

technical assistance includes a mandatory strategic planning training in the first year of the project. Within eight months of the first year of the grantee's project period OJJDP will require the grantee to submit an approved comprehensive strategic plan to implement, monitor, and sustain project goals and objectives and that documents the achievement of designated milestones. Please see the solicitation for more information, including how these requirements impact the applicant's budget.

5. *What are Purpose Area #8 reporting requirements?*

Grantees must submit a categorical assistance progress report (CAPR) through DOJ's Grants Management System (GMS) (<https://grants.ojp.usdoj.gov/>) annually no later than November 30 for the period October 1 through September 30 of the previous year. They must also submit their performance measure data for this same period through the Data Collection Technical Assistance Tool - DCTAT (www.ojjdp-dctat.org/) and upload a copy of this report into GMS along with their CAPR.

6. *Under Purpose Area #8, may youth 18 years of age or older receive services under the award?*

No. Services may only be provided to juveniles who have not yet reached their 18th birthday.

7. *Under Purpose Area #8, may a tribe implement a program for Native girls only?*

A single-sex program or activity may only be funded under this award if the recipient agrees to identify and refer any excluded individuals to, or provide them with, a comparable alternative program or service.

Purpose Area#9 Tribal youth program (OJJDP – Tribal Youth Program- TYP)

1. *What projects can be supported under this purpose area?*

The goal of this program is to provide juvenile delinquency prevention services and support the ability of tribes to respond to, and care for, juvenile offenders; and to encourage the accountability of Tribal Governments to prevent juvenile delinquency and respond to, and care for, juvenile offenders; and to engage in comprehensive strategic planning for tribal justice systems to serve juveniles. Examples of activities that can be supported under this purpose area the following:

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

Strategic planning: Comprehensive planning for tribal justice systems to serve juveniles.

Prevention/Intervention/Treatment: 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; interventions for court-involved tribal youth, including graduated sanctions, restitution, diversion, home detention, foster and shelter care, and mentoring; alcohol and drug abuse

prevention programs and prevention services including drug and/or alcohol education, counselors, drug testing, and screening; mental health program services, including development of comprehensive screening tools, crisis intervention, intake assessments, therapeutic services for co-occurring mental health and substance abuse disorders, drug testing, fetal alcohol syndrome screening, counseling, referral services, and placement services; 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; 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; development and implementation of tribal best practices and traditional healing methods to support tribal youth; 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.

Services for youth in detention or out-of-home placement: This may include green/sustainable tribal traditions, risk and needs assessments, educational and vocational programming, mental health and substance abuse services, family strengthening, recreational activities, and aftercare/reentry services to help successfully reintegrate the youth into the tribal community.

Improvement or establishment of data collection systems: This may include efforts to create or improve abilities to track youth in detention, placement or community-based programs, the goal being to improve understanding of youth and community needs.

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 (see part G, III of the solicitation).

Travel: Airfare, lodging, and mileage reimbursement associated with DOJ-required training.

2. What training and technical assistance requirements are associated with this award?

OJJDP requires all newly awarded grantees to attend a mandatory orientation meeting during the first year of the project. OJJDP also requires grantees to attend an annual tribal grantee regional cluster meeting in the second and third years of the project.

In addition, in the first year of the project, OJJDP will provide newly funded grantees mandatory, intensive training and technical assistance to help them develop a comprehensive strategic plan and the

capacity to collect and utilize performance management and program evaluation data. This training and technical assistance includes a mandatory strategic planning training in the first year of the project. Within eight months of the first year of the grantee's project period, OJJDP will require the grantee to submit an approved comprehensive plan to implement, monitor, and sustain project goals and objectives and that documents the achievement of designated milestones. Please see the solicitation for more information, including how these requirements impact the applicant's budget.

3. *Are matching funds required?*

Matching funds are not required under Purpose Area #9.

4. *Under Purpose Area #9, may youth 18 years of age or older receive services under the award?*

No. Services may only be provided to juveniles who have not yet reached their 18th birthday.

5. *Under Purpose Area #9, may a tribe implement a program for Native girls only?*

A single-sex program or activity may only be funded under this award if the recipient agrees to identify and refer any excluded individuals to, or provide them with, a comparable alternative program or service.

6. *What are Purpose Area #9 reporting requirements?*

Grantees must submit a categorical assistance progress report (CAPR) through DOJ's Grants Management System (GMS) (<https://grants.ojp.usdoj.gov/>) semi-annually on January 30 and July 31 for the six-month period preceding the due date. They must also submit their performance measure data semi-annually for this same period through the Data Collection Technical Assistance Tool - DCTAT (www.ojjdp-dctat.org/) and upload a copy of this report into GMS along with their CAPR.