

# Additional Requirements for U.S. Department of Justice (DOJ) FY 2016 Coordinated Tribal Assistance Solicitation (CTAS) Applications

## Part I, “Additional Requirements,” Coordinated Tribal Assistance Solicitation

Any applicant that receives an award under this solicitation must agree to comply with additional requirements prior to receiving grant funding, including the following.

### Civil rights compliance

As a condition for receiving DOJ funding, recipients (and their subrecipients) must comply, to the extent applicable, with federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Executive Orders 13279 and 13559, as well as all implementing regulations. Depending on the funding source and subject to the applicable provisions of the Indian Self-Determination and Education Assistance Act, a recipient must also comply, to the extent applicable, with the nondiscrimination provisions within the relevant program statutes, such as the Omnibus Crime Control and Safe Streets Act of 1968 (“the Omnibus Crime Control and Safe Streets Act”), the Victims of Crime Act, the Violence Against Women Act, or the Juvenile Justice and Delinquency Prevention Act. These federal program statutes prohibit recipients of funds under these program statutes from discriminating either in *employment* or in the *delivery of services or benefits* on the basis of one or more of the following: race, color, national origin, sex, religion, or disability. In addition, the Violence Against Women Act as reauthorized in March 2013 prohibits discrimination on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability. See more information on Statutes and Regulations at <http://www.ojp.usdoj.gov/about/ocr/statutes.htm>.

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

Office of Justice Programs  
Office for Civil Rights  
810 7th Street NW  
Washington, DC 20531

Telephone: 202-307-0690

Fax: 202-616-9865

TTY: 202-307-2027

## Funding to faith-based organizations

In 2002, President Bush issued Executive Order 13279, and in 2004, DOJ issued the regulation Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38. (In 2014, President Obama issued Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations, which extends protections to beneficiaries of underfunded programs. In August 2015, the DOJ issued a Notice of Proposed Rulemaking, which amends Part 38. The DOJ plans to issue the final revised regulation soon.) In general, the Executive Order and regulation require funding organizations to treat faith-based organizations (FBO) the same as any other applicant or recipient of DOJ funding—neither favoring nor discriminating against FBOs in making and administering grant awards—and require that FBOs be allowed to retain their independence, autonomy, expression, and religious character when applying for federal financial assistance to support social service programs and participating in the social service programs supported with federal financial assistance.

The Executive Orders and regulation prohibit recipient FBOs from using DOJ funding to engage in inherently or explicitly religious activities such as proselytizing, scripture study, or worship; but religious activities that can be publicly funded under the Establishment Clause, such as chaplaincy services **in conditions of confinement**, would not be considered inherently or explicitly religious activities that are subject to direct federal financial assistance restrictions.

Funded FBOs may, of course, engage in inherently or explicitly religious activities; however, these activities must be separate in time or location from the federally assisted program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently or explicitly religious activities. Funded FBOs must also not discriminate on the basis of religion in the delivery of services or benefits.

The DOJ has concluded that the Religious Freedom Restoration Act (RFRA) may be reasonably construed, on a case-by-case basis, to require that its funding agencies permit FBOs applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids grantees from considering religion in employment decisions.

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

- The FBO will offer all federally funded services to all qualified beneficiaries without regard for the religious or nonreligious beliefs of those individuals.
- Any activities of the FBO that contain inherently or explicitly religious content will be kept separate in time or location from any services supported by direct federal funding and if provided under such conditions, those activities will be offered only on a voluntary basis.
- The FBO is a religious organization that sincerely believes that providing the services in question is an expression of its religious beliefs, that employing individuals of a particular religious belief is

important to its religious exercise, and that having to abandon its religious hiring practice in order to receive federal funding would substantially burden its religious exercise.

FBOs that seek federal financial assistance under the Omnibus Crime Control and Safe Streets Act, the Victims of Crime Act, the Violence Against Women Act, and the Juvenile Justice and Delinquency Prevention Act as well as an exemption to their prohibition against religious discrimination in hiring must complete and retain an original, signed document for their records (see sample Certificate of Exemption for Hiring Practices on the Basis of Religion at [http://www.ojp.usdoj.gov/funding/forms/fbo\\_sample.pdf](http://www.ojp.usdoj.gov/funding/forms/fbo_sample.pdf)) certifying to the three provisions set forth above and then must work with DOJ to attach it to the grant file after receipt of an award. For more information, please consult the Office for Civil Rights at <http://www.ojp.usdoj.gov/about/offices/ocr.htm>.

### Confidentiality and human subjects protection (if applicable)

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute research for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service or are conducted only to meet performance measure data reporting requirements likely do not constitute research. Applicants should provide sufficient information for the DOJ to determine whether the particular project they propose would either intentionally or unintentionally collect or use information in such a way that it meets the DOJ regulatory definition of research.

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

In addition, the DOJ has regulations with respect to the protection of human research subjects. See 28 C.F.R. Part 46. In brief, 28 C.F.R. Part 46 requires that research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB) in accordance with the regulations before federal funds are expended for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding

recipients, before they will be allowed to spend DOJ funds on any research activity involving human subjects, must submit appropriate documentation to the DOJ showing compliance with 28 C.F.R. Part 46 requirements as requested by the DOJ. The DOJ has developed a decision tree (see [http://www.ojp.usdoj.gov/funding/pdfs/decision\\_tree.pdf](http://www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf)) to assist applicants in determining whether an activity they are planning to undertake with OJP funds constitutes research involving human subjects.

General information regarding data confidentiality and protection of human research subjects (and model privacy certificates and other forms) can be found, along with instructions, at <http://www.ojp.usdoj.gov/funding/forms.htm>.

Office for Violence against Women (OVW) grantees are also subject to the confidentiality requirement of the Violence Against Women Act (42 U.S.C. 14925(b)(2)), which protects identifying information about victims served by OVW grantees. Applicants for OVW funds are required to submit a Confidentiality Notice Form (available at [http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf)).

### Research and evaluation independence and integrity (if applicable)

If a proposal involves research or evaluation, the applicant's proposal should demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by DOJ grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse's work product (actual conflict) or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, because the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem. Where potential personal or organizational conflicts of interest exist, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

## Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) restricts the use of appropriated funding for lobbying and makes these restrictions enforceable via large civil penalties, between \$10,000 and \$100,000 per each individual restricted occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying restrictions and lobbying disclosure requirements imposed by 31 U.S.C. § 1352.

Indian tribes and tribal organizations are excluded from coverage under 31 U.S.C. § 1352 but only with respect to expenditures for purposes specified in 31 U.S.C. § 1352(a) that are permitted by other federal law. For these purposes, the terms “Indian tribe” and “tribal organization,” respectively, have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450b). Although Indian tribes and tribal organizations are excluded from coverage as set forth under 31 U.S.C. § 1352, these entities still must obtain lobbying disclosure documentation and any required certifications from any subgrantees (recipients of a subaward (see “subaward” definition at 2 C.F.R. § 200.92)) or procurement contractors (recipients of a contract (see “contract” definition at 2 C.F.R. § 200.22) and their subcontractors) that would be required to report lobbying activities consistent with 31 U.S.C. § 1352.

In general, under the statutes above and as set out in the Cost Principles at 2 C.F.R. § 200.450, for most organizations, no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of government without the express prior written approval of DOJ. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence.

## Financial and government audit requirements

With respect to financial and government audit requirements, federal grants and cooperative agreements are governed by, among other provisions, the provisions applicable to federal financial assistance contained in 2 C.F.R. Part 2800, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice.

Your DOJ awarding agency also provides information on requirements specific to the administration of awards made by that agency. These awarding agency documents contain information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. By awarding agency, the applicable awarding agency documents are listed as follows:

- **Office of Justice Programs (OJP) and Office on Violence Against Women (OVW) award recipients:** OJP and OVW award recipients must comply with the current version of the DOJ Grants Financial Guide ([http://ojp.gov/financialguide/DOJ/pdfs/2015\\_DOJ\\_FinancialGuide.pdf](http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf)). This document addresses critical aspects of how OJP and OVW recipients must manage and administer any grant or cooperative agreement award made under this solicitation.
- **Office of Community Oriented Policing Services (COPS Office) award recipients:** COPS Office award recipients must comply with the COPS Office Tribal Resources Grant Program owner’s manual. This

document addresses critical aspects of how COPS Office recipients must manage and administer any grant or cooperative agreement award made under this solicitation.

### *Audit requirements*

Audits of state and local units of government (including Indian Tribal Governments), institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements set out in Subpart F—Audit Requirements of 2 C.F.R. Part 200, which states, in relevant part, that a recipient that expends \$750,000 or more of federal funds during the recipient's fiscal year is required to submit an audit report for that year to the Federal Audit Clearinghouse within nine months after the close of each fiscal year during the term of the award.

### *Reporting requirements*

Grantees must comply with the following reporting requirements:

#### *Financial status reports*

- **OJP and OVW award recipients:** Grantees must submit financial reports using the SF-425 form quarterly by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the grant award end date. Grantees may file SF-425 forms through the Grants Management System (GMS). Grant recipients who do not submit SF-425 reports by the due date will be unable to draw down funds.
- **COPS Office award recipients:** Grantees must submit financial reports using the SF-425 form by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the grant award end date. Grantees who do not submit SF-425 reports by the due date will be unable to draw down funds.

#### *Program Progress Reports*

- **OJP award recipients:** Grantees must complete and submit semiannual reports using the Categorical Assistance Progress Reports form (OJP Form 4587/1) within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Grantees should submit progress reports through GMS using the "Application" module. Grantees may address questions to the GMS Help Desk at 888-549-9901.
- **COPS Office award recipients:** Grantees must submit periodic program progress reports and a final progress report. The COPS Office will notify the award recipient when the progress report is due and provide instructions for submission.
- **OVW award recipients:** Grantees must submit semiannual program progress reports and a final progress report using specific forms provided by OVW. Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Grantees should submit progress reports through GMS.

## National Environmental Policy Act (if applicable)

All awards are subject to the National Environmental Policy Act (NEPA) and other related federal laws, if applicable. (42 U.S.C. § 4321 et seq.) DOJ has established procedures to implement NEPA. See 28 C.F.R. Part 61. The regulations state, in relevant part, that

all federal agencies are required to give appropriate consideration to the environmental effects of their proposed actions in their decisionmaking and to prepare detailed environmental statements on . . . major federal actions significantly affecting the quality of the human environment. (28 C.F.R. § 61.1.)

Under the regulations, the DOJ, among other things, is required to "[c]onsider from the earliest possible point in the process all relevant environmental documents in evaluating proposals for [U.S.] Department [of Justice] action[.]" (28 C.F.R. § 61.6.)

The DOJ must comply with NEPA and 28 C.F.R. Part 61, including appendix D to Part 61. For many projects that are funded by the DOJ, the project activities may be such that there may be few (or no) actions required of the recipient to assist the DOJ in complying with NEPA. However, if the DOJ funds will be used, for example, to pay for renovation projects or new construction, programs involving the use of chemicals, or any other activity, including research and technology development, that may have an effect on the environment, at a minimum, the funding recipient must provide a full description of proposed project activities to the DOJ, and an Environmental Assessment must be prepared. Prior to allowing a recipient to spend funds for such a project, the DOJ awarding agency must make a finding that the project does not significantly affect the human environment and that further environmental assessment is not necessary.

## Criminal intelligence systems (if applicable)

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

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

## Whistleblower protection

Recipients must agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross

mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. Recipients also must agree to provide to their employees in writing (in the predominant native language of the workforce) notification of the rights and remedies provided in 41 U.S.C. § 4712.

### Reporting fraud, waste, or abuse under federal awards

Recipients and any subrecipients must promptly refer to the DOJ Office of the Inspector General any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has (1) submitted a claim for award funds that violates the False Claims Act or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds.

### Restrictions regarding internal confidentiality agreements

No recipient or subrecipient that receives an award under this solicitation or entity that receives a contract or subcontract with any funds awarded under this solicitation may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

### Conflict of interest

Recipients and subrecipients must agree to disclose in writing any potential conflict of interest affecting the awarded federal funding in accordance with 2 C.F.R. Part 2800, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice, as set out at 2 C.F.R. § 200.112.

### Computer network requirement (blocking pornography)

Recipients may not use any award funds to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

### Procurement contracts under federal awards

Procurement contracts entered into by recipients or subrecipients under the DOJ grant or cooperative agreement award must contain all applicable provisions required under 2 C.F.R. Part 2800, as set out in Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. See 2 C.F.R. § 200.22 for a definition of “Contract” for these purposes.

## Mandatory Disclosure

Recipients and subrecipients must timely disclose in writing to the federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients must also report certain civil, criminal, or administrative proceedings in SAM, if it received an award with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.338.

## Debarment and suspension

Recipients must not award federal funds to any party which is debarred or suspended from participation in federal assistance programs. For details regarding the debarment and suspension requirements, please see 2 C.F.R. part 180 (Government-wide Debarment and Suspension), and 2 C.F.R. Part 2867 (DOJ-specific regulations.)

## EPIC reporting (if applicable)

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

## DOJ information technology standards (if applicable)

As appropriate, all equipment and software developed under awards that result from this solicitation must be compliant with DOJ information technology interface standards, including the National Criminal Intelligence Sharing Plan ([http://it.ojp.gov/documents/National\\_Criminal\\_Intelligence\\_Sharing\\_Plan.pdf](http://it.ojp.gov/documents/National_Criminal_Intelligence_Sharing_Plan.pdf)), the Global Justice XML Data Model (<http://it.ojp.gov/jxdm/>), and the Law Enforcement Information Sharing Plan. A list of additional standards can be found at the OJP Standards Clearinghouse (<http://it.ojp.gov/default.aspx?area=implementationAssistance&page=1017>).

## Non-supplanting of state and local funds

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

DOJ-funded grants, and civil or criminal penalties. For additional guidance regarding supplanting, including DOJ program-specific examples, refer to the Supplanting Guidance FAQ located at <http://www.tribaljusticeandsafety.gov/ctas11/supplantingguide.pdf>.

### Criminal penalty for false statements

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

### Suspension or termination of funding

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

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

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

### Nonprofit organizations

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

1. Submission of proof of 501(c)(3) status from the Internal Revenue Service
2. Submission of a statement from the state or tribal taxing authority or state secretary of state or other similar official certifying that the organization is a nonprofit operating within the jurisdiction and that no part of its net earnings may lawfully benefit any private shareholder or individual
3. Submission of a certified copy of the applicant's certificate of incorporation or similar document
4. Submission of any item above, if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate

## For-profit organizations

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

## Government Performance and Results Act (GPRA)

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

## Rights in intellectual property

The DOJ reserves certain rights with respect to data, patentable inventions, works subject to copyright, and other intellectual property associated with an award of federal funds. See 2 C.F.R. § 200.315 and 37 C.F.R. Part 401.

## Federal Funding Accountability and Transparency Act subaward reporting system

Applicants receiving an award should be aware of the requirements of the Federal Funding Accountability and Transparency Act of 2006 (FFATA), which calls for the establishment of a single searchable website (<http://www.USASpending.gov>) that is accessible by the public and includes the following information for each federal award:

- The name of the entity receiving the award
- The amount of the award
- Information on the award including the transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source, and an award title descriptive of the purpose of each funding action
- The location of the entity receiving the award and primary location of performance under the award, including the city, state, congressional district, and country
- A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity
- Any other relevant information specified by OMB

DOJ awarding agencies will be responsible for collecting grantee information and providing it to the public website using data provided by grantees through the Grants Management System. Additional information regarding these requirements will be provided when available. For more information, visit the [USASpending.gov](http://USASpending.gov) web site.

Applicants should note 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 subawards 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 subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at <http://www.fsrs.gov>, is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA. The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://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 would be problematic should contact the Response Center at 800-421-6770 to discuss alternatives.

For additional information regarding the executive compensation and subaward reporting requirements, please see Vol. 75, No. 177 (September 14, 2010) of the Federal Register at <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf>.

### Training guiding principles for grantees and subgrantees (if applicable)

Any training or training materials developed or delivered with grant funding provided by the DOJ is to adhere to the following guiding principles.

- **Trainings must comply with applicable law.** In developing and conducting grant-funded training, grantees (and any subgrantees) shall not violate the Constitution or any federal law, including any law prohibiting discrimination.
- **The content of trainings and training materials must be accurate, appropriately tailored, and focused.** The content of training programs must be accurate, useful to those being trained, and well matched to the program's stated objectives. Training materials used or distributed at trainings must be accurate, relevant, and consistent with these guiding principles.
- **Trainers must be well qualified in the subject area and skilled in presenting it.** Trainers must possess the subject matter knowledge and the subject-specific training experience necessary to meet the objectives of the training. In selecting or retaining a trainer, grantees (or subgrantees) should consider such factors as the trainer's resume and written materials, interviews with the trainer, observation of other trainings conducted by the trainer, feedback from other entities with which the trainer has worked, training participant feedback and evaluations, and the general reputation of the trainer.
- **Trainers must demonstrate the highest standards of professionalism.** Trainers must comport themselves with professionalism. While trainings will necessarily entail varying teaching styles, techniques, and degrees of formality, as appropriate to the particular training goal, professionalism demands that trainers instruct in the manner that best communicates the subject matter while conveying respect for all.