

# FY 2025 CTAS Application Timeline(s) Sample

**Tribe Name:**

Applicants are strongly encouraged to use this template to develop a detailed timeline for each purpose area under which they are requesting funding. Each purpose area timeline should encompass the entire period of performance for the proposed project and should outline goals, major activities/tasks, responsibility (person/position/team) for completion, and estimated start and completion for each entry. Estimated start and completion should be entered by month (not calendar dates). If awarded, it is expected that applicants will update the purpose area timeline(s) as appropriate when changes occur. *\*Note: There is no page limit restriction and applicants can take as much space as needed to create an effective timeline. Additional lines can be added to the timeline by using the “tab” keyboard function.*

*Example Month Entry for Timeline*

*Year 1: Months 1–12 | Year 2: Months 13–24 | Year 3: Months 25–36 | Year 4: Months 37–48 | Year 5: Months 49–60*

Purpose Area 1

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 1	Month 4	Goal 1: To increase capacity of law enforcement and improve public safety on the reservation.	Activity 1: Negotiate details of contract, staffing, clarify schedules and protocols.	Chief of Police
Month 4	Month 6		Activity 2: Develop a plan for engaging the community and other tribal agencies.	Police Department
Month 2	Month 10		Activity 1: Develop a system for collecting monthly crime and incident data from Tribal Law Enforcement, Tribal Courts, Social Services and Mental Health (e.g., number of drug violations and disposition).	Police Department
Month 10	Month 60		Activity 2: Disseminate crime and pertinent program data to other tribal law enforcement program managers to inform their own grant programs.	Police Department Reporting Staff
Month 4	Month 60		Activity 3: Hold regular meetings or conference calls with the Multi-Disciplinary Team (MDT).	Police Chief; Officers

Purpose Area 2

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 1	Month 2	Goal 1: The Tribal Justice Action Plan will address improving public safety through community-oriented strategies such as increased positive public outreach by law enforcement at community gatherings and within the school districts on the reservation.	Activity 1: Form core team and advisory team.	Law and Justice Executive Officer
Month 2	Month 3		Activity 2: Commit to memorandum of agreement; establish project milestones.	Core Team; Advisory Team
Month 2	Month 3		Activity 3: Solicit/hire Tribal Justice Action Plan coordinator.	Team, Exec. Officer; NPTEC
Month 4	Month 24		Activity 4: Work with DOJ TTA Provider.	Core Team Project Coordinator; TTA Provider
Month 6	Month 20		Activity 5: Facility meetings; compile information.	Project Coordinator
Month 12	Month 20		Activity 6: Provide input to plan development.	Core Team; Advisory Team; NPTEC; Law and Justice subcommittee

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 4	Month 24		Activity 7: Participate in DOJ offsite trainings.	Core Team members
Month 16	Month 18		Activity 8: Develop Tribal Justice Action Plan in concert with partners.	Core Team; Advisory Team, Plan Coordinator
Month 18	Month 18		Activity 9: Format and distribute draft plan to teams.	Plan Coordinator
Month 19	Month 20		Activity 10: Present completed Tribal Justice Action Plan to law and justice sub-committee, NPTEC, and DOJ for approval.	Core Team Members
Month 20	Month 20		Activity 11: Make any necessary modifications as needed.	Core Team Members; Plan Coordinator
Month 21	Month 23		Activity 12: Present finalized plan to key stakeholders.	Core Team Members; Plan Coordinator
Month 24	Month 24		Activity 13: Submit final plan to TTA Provider	Coordinator

Purpose Area 3

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 1	Month 3	Goal 1: Decrease the number of times cash bail is imposed on tribal members.	Activity 1: Advisory team continues regular meetings to aid implementation.	County Justice and Tribal Court Chief Judge
Month 2	Month 3		Activity 2: Tribal Court to hire Project Coordinator	Tribal Court Chief Judge and Court Administrator
Month 3	Month 4		Activity 3: Train Project Coordinator and advisory team on risk assessment tool.	CCI
Month 4	Month 5		Activity 4: Attend probation training.	Project Coordinator
Month 5	Month 60		Activity 5: Project Coordinator begins and continues using risk assessment tool with tribal members charged with misdemeanors in court.	Project Coordinator
Month 6	Month 60		Activity 6: Review tribal members placed in town program.	Town Judges
Month 6	Month 60		Activity 7: Project Coordinator supervises all participants according to level of risk and needs via in person meetings, house visits, phone calls, and texts.	Project Coordinator

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 6	Month 60	Goal 2: Reduce missed court appearances and recidivism.	Activity 1: Needs assessment conducted on all participants.	Project Coordinator
Month 6	Month 60		Activity 1: Needs assessment conducted on all participants.	Project Coordinator
Month 6	Month 60		Activity 2: Maintain supervision according to determine risk level and monitors for new criminal activity.	Project Coordinator
Month 6	Month 60		Activity 3: Work with participants to address reasons for missed court appearances. (i.e., substance abuse issues, fear of system, lack of understanding, transportation challenges, family issues, etc.).	Project Coordinator
Month 6	Month 60		Activity 4: Supervise individuals that live in the northern portion of the reservation and work with tribal agencies on the northern portion to ensure participants receive needed services.	Project Coordinator
Month 6	Month 60	Goal 3: Improve and expand the program.	Activity 1: Collect data on number of charges, dispositions, length of pre-trial supervision, number of individuals assessed with risk assessment tool, number of individuals accepted, number of individuals successfully completing, number of new arrests, number of missed court appearances, number and types of services participants referred to using needs assessment.	Project Coordinator

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 6	Month 60		Activity 1: Data shared with Advisory Team monthly, via quarterly summaries, and an annual report.	Project Coordinator; Tribal Court Chief Judge
Month 12	Month 60		Activity 2: Provide recommendations based on the data to improve or expand the initiative.	Advisory Team
Month 12	Month 60		Activity 3: Report at bi-annual Forum meetings and other tribal court forums through various conference presentations.	Chief Judge

Purpose Area 4

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 1	Month 2	Goal 1: The primary goal of this funding request is to renovate and expand the Social Development Center within 24 months of award notice.	Activity 1: Form a SDC Project Team to ensure the SDC is renovated per the program needs and expanded on time and on budget. Plan with Tribal program stakeholders to ensure renovation efforts do not disrupt the day-to-day operation of the SDC (which will remain open during the project).	Program Lead
Month 3	Month 4		Activity 2: Work with BJA Technical Providers and the U.S. Corps of Engineers to define responsibilities and inspection schedules.	Program Lead, SDC Team, TTA Providers
Month 3	Month 3		Activity 3: Attend the required CTAS Training.	Program Lead
Month 4	Month 6		Activity 4: The BJA TA team will certify the building is structurally sound prior to using grant funds.	Program Lead, SDC Team, TTA Providers
Month 6	Month 7		Activity 5: Perform an environmental records review prior to requesting the use of federal funds.	Program Lead
Month 8	Month 9		Activity 6: Develop a Design-Build solicitation for Requests for Qualifications (RFQ).	Program Lead, SDC Team, TTA Providers



Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 10	Month 10		Activity 7: Interview at least three Design-Build teams responding to the RFQ.	Program lead, SDC Team
Month 11	Month 11		Activity 8: Select a contractor team (architect, engineer, and construction contractor)	Program Lead, SDC Team
Month 12	Month 12		Activity 9: Work up the project plan to a 30% design phase and associated cost proposal.	Program Lead, SDC Team, Contractor
Month 13	Month 13		Activity 10: Contract with the Design-Build contractor.	Program Lead, SDC Team, Contractor
Month 13	Month 14		Activity 1: Design-Build Contractor to complete plans and specifications to 10%	Contractor
Month 15	Month 20		Activity 2: Renovate to substantial completion.	Contractor
Month 20	Month 21		Activity 1: Clear final punch list.	Program Lead, SDC Team, Contractor
Month 22	Month 22		Activity 2: Contractor turns building over to the Tribe and 12-month warranties begin.	Program Lead, SDC Team, Contractor

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 23	Month 23		Activity 3: Ribbon Cutting.	Program Lead, SDC Team
Month 24	Month 24		Activity 4: Closeout Project reporting.	Program Lead

# Purpose Area 5

Estimated Task Start <i>(Month)</i>	Estimated Task Completion <i>(Month)</i>	Goal	Activities	Responsibility <i>(person/position/team)</i>
Month 1	Month 2	Goal 1: The primary goal of this funding request is to implement a new Tribal Healing to Wellness Court Center within 24 months of award notice.	Activity 1: Form an advisory community to begin strategic planning and assessing critical staffing needs for THWC.	Court Administrator
Month 3	Month 4		Activity 2: Work with BJA Technical Assistance providers to schedule Foundational training. Request TTA assistance in reviewing strategic plan and documents to ensure alignment with treatment court model and evidence-based practices. Activity 3: Attend the required CTAS training. Activity 4: Advertise vacant positions for critical staff roles and begin to hire.	Court Administrator
Month 5	Month 6		Activity 5: Ensure all staff complete TTA THWC foundational training.	Court Administrator
Month 7	Month 12		Activity 6: Implement THWC, begin accepting referrals for program participants.	Court Administrator/Program Lead

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 13	Month 24		Activity 7: Data shared with Advisory Team monthly, via quarterly reports summaries, and in an annual report. Activity 8: Share data with TA providers to improve gaps in program.	Court Administrator/Program Lead
Month 25	Month 60		Activity 9: Provide recommendations based on the data to improve or expand the initiative.	Court Administrator/Program Lead

Purpose Area 6

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 1	Month 60	Goal 1: Improve Efficacy of Provider Services. Sub Goal: Increase referrals to CPS/Law Enforcement and have stronger collaboration of investigations to forward for prosecution.	Activity 1: Provide ongoing training to MDT team and partners on evidence-based best practices to serve child victims.	Tribe Social Services Manager and the Indian Child Welfare Caseworker II; Tribal Police; Prosecutor; Social Services
Month 2	Month 4		Activity 2: Obtain training in child forensic interviewing for CPS, law enforcement and prosecutor, and specific training on child abuse investigations and prosecution of those cases.	Tribal Police; Prosecutor; Social Services
Month 1	Month 60		Activity 3: Law Enforcement and Prosecutor will attend NCPCA Trainings.	Tribal Police; Prosecutor
Month 1	Month 60		Activity 4: Provide mandatory reporting classes to community partners.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 1	Month 60		Activity 1: Develop suggestions for improvement on criminal code for prosecution of offenders of child abuse and child sexual abuse.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 1	Month 60		Activity 1: The caseworker will serve as primary investigator for child abuse, oversee Tribe’s direct services to victims, and facilitate the MDT.	Caseworker

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 1	Month 60	Goal 2: Improve services to child victims and their families.	Activity 2: The technician will collaborate with tribal police and tribal court, input investigation data for performance measurements and outcomes, and input data from a wellness model used by child victim and caregiver for services and needs.	Technician; Tribal Police; Tribal Court
Month 1	Month 60		Activity 3: The data will inform program needs and capacity.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 3	Month 60		Activity 4: Semi-annual reports will be presented to the MDT and the Tribal Council’s Law and Order Sub Committee.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 1	Month 60		Activity 1: Provide stipends for families in need, so they can obtain emergency housing and mental health services.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 1	Month 60		Activity1: Gather input from families following their experience with the MDT and Child Protection agencies.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 2	Month 60		Activity 2: Train MDT members to use the WMSI to collect data and information.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 2	Month 60		Activity 3: Complete the Wellness Model and Services Instrument with the child victim’s caregiver and gather input from families following their experience with the MDT and Child Protection agencies.	Tribe Social Services Manager; Indian Child Welfare Caseworker II

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 3	Month 60		Activity 4: Engage the caregiver in using the WMSI to become better informed regarding the case and empowered to provide best care for the child.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 4	Month 60		Activity 5: A “bank” of available hours will be established for mental health services for children and their caregivers, with stipends available for treatment at ABC Behavioral Health Center or off-reservation from a qualified psychologist or psychiatrist; up to 15 hours total per client and available to clients who otherwise could not afford this service.	Tribe Social Services Manager; Indian Child Welfare Caseworker II
Month 4	Month 6		Activity 6: Off reservation counselors will be retained through an open, competitive contracting process.	Tribe Social Services Manager; Indian Child Welfare Caseworker II

# Purpose Area 8

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 1	Month 60	Goal 1: The goal of this project is to reduce chronic absenteeism in 20% of participating youth.	Activity 1: Case manager will train in database to learn navigation of available information.	Case Manager
Month 4	Month 5		Activity 2: Each participating school will provide a list of all students.	Case Manager; School points of contact
Month 4	Month 6		Activity 3: The case manager will attempt to contact each student’s family and request a signature for release of information from the database.	Case Manager
Month 4	Month 60		Activity 1: Once release documents are on file, the case manager will access current data, track current absences, and contact students and/or families regarding absence trends.	Case Manager
Month 4	Month 60		Activity 2: The case manager will contact at least 15 chronically absent students per week, making home visits when necessary.	Case Manager
Month 4	Month 60		Activity 3: Project will engage a minimum of 108 chronically absent students in Year 1 and a minimum of 216 in Years 2 through 5 in program activities.	Case Manager; School Points of Contact
Month 6	Month 60		Activity 1: The case manager will contact participating schools to establish a date, time, and location for informational meetings.	Case Manager



Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 6	Month 60		Activity 2: The case manager will hold an informal session explaining the project and other services.	Case Manager; School Points of Contact
Month 6	Month 60		Activity 3: Prepare and distribute brochures in meetings.	Case Manager
Month 6	Month 60		Activity 4: Parents will be informed of state laws associated with truancy.	Case Manager
Month 6	Month 60		Activity 5: Parents will have an opportunity to sign release forms and ask questions regarding services during meetings.	Case Manager

Purpose Area 9

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 1	Month 1	Goal 1: Provide family reunification services for a minimum of 75 families over the course of the five-year grant period by providing	Activity 1: Hire new staff; select volunteers.	CFS Director
Month 1	Month 1		Activity 2: Contract with staff to deliver evidence-based programs.	CFS Director
Month 1	Month 1		Activity3: Recruit community volunteers.	CFS Director
Month 2	Month 2		Activity 1: Planning and orientation meetings with partner agencies.	CFS Director
Month 2	Month 2		Activity 2: Develop training session schedule and purchase materials.	CFS Director
Month 2	Month 2		Activity 3: Develop and print all necessary project forms.	CFS Director
Month 3	Month 3		Activity 1: Develop family gatherings schedule.	CFS Director

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 3	Month 3		Activity 2: Print copies of curriculum and workbook.	CFS Director
Month 3	Month 3		Activity 1: Develop and embed cultural component into trauma services.	CFS Director
Month 3	Month 3		Activity 1: Accept families into project and initiate services.	CFS Director
Month 3	Month 12		Activity 2: Monthly data collection initiated.	CFS Director
Month 3	Month 12		Activity 1: Initiate coordinated therapy services.	CFS Director
Month 12	Month 12		Activity 2: TTA Providers meet with staff and project partners to establish activities and schedule.	CFS Director
Month 12	Month 60		Activity 1: Project provides ongoing 12-week family gathering sessions.	CFS Director
Month 12	Month 60		Activity 2: Staff attend mandatory meetings.	CFS Director; Staff

Estimated Task Start (Month)	Estimated Task Completion (Month)	Goal	Activities	Responsibility (person/position/team)
Month 12	Month 60		Activity 3: Continue data collection.	CFS Director
Month 12	Month 60		Activity 4: Continue TTA Provider meetings.	CFS Director; TTA Provider
Month 12	Month 60		Activity 1: Provide ongoing TF-CBT and MST evidence-based programming.	CFS Director
Month 12	Month 60		Activity 2: Generate and submit annual reports.	CFS Director