

**U.S. Department of Justice**



The U.S. Department of Justice (DOJ) is seeking applications for funding to improve public safety and victim services in tribal communities. This solicitation provides federally recognized tribes and tribal consortia an opportunity to apply for funding to aid in developing a comprehensive and coordinated approach to public safety and victimization. The majority of DOJ's existing tribal government-specific programs are included in and available through this single Coordinated Tribal Assistance Solicitation.

U.S. Department of Justice

Coordinated Tribal Assistance Solicitation

Fiscal year 2021 Competitive Grant Announcement

Purpose Area#	Assistance Listing Number
PA #1 Public Safety and Community Policing (COPS Office)	16.710
PA #2 Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS Office, OJJDP, OVC)	16.608
PA #3 Tribal Justice Systems Program (BJA)	16.608
PA #4 Tribal Justice System Infrastructure Program (BJA)	16.596
PA #6 Children's Justice Act Partnerships for Indian Communities (OVC)	16.583
PA #8 Juvenile Tribal Healing to Wellness Courts (OJJDP)	16.585
PA #9 Tribal Youth Program (OJJDP)	16.731

**Grants.gov Opportunity Number:** O-BJA-2021-60008  
**Grants.gov Competition ID:** C-BJA-2021-60008  
**Solicitation Release Date:** January 19, 2021 4:00 PM  
**Version:** 5  
**Grants.gov Deadline:** March 16, 2021 11:59 PM  
**Application JustGrants Deadline:** March 30, 2021 11:59 PM

**Overview**

The [U.S. Department of Justice](#) (DOJ) is seeking applications for funding to improve public safety

and victim services in tribal communities. This solicitation provides federally recognized tribes and tribal consortia an opportunity to apply for funding to aid in developing a comprehensive and coordinated approach to public safety and victimization. The majority of DOJ's existing tribal government-specific programs are included in and available through this single Coordinated Tribal Assistance Solicitation.

### Eligible Applicants:

Native American tribal governments (Federally recognized), Other

### Contact Information

Name:	COPS Office
Title:	Response Center
Phone:	800-421-6770
Email:	tribalgrants@usdoj.gov

### Agency Contact Description:

Technical assistance for submitting an application

For technical assistance with submitting the **SF-424 and SF-LLL** in grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at [Grants.gov customer support webpage](#), or by email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) Monday to Friday, and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

Solicitation requirements programmatic and general assistance

For programmatic and general assistance with the solicitation requirements, contact the Response Center at 800-421-6770 or via email at [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The Response Center's hours of operation are Monday-Friday, 9:00 a.m. to 5:00 p.m. eastern time, except during U.S. Federal Government holidays.

Information regarding upcoming CTAS-related webinars and trainings is available at <https://www.justice.gov/tribal/training-and-technical-assistance>.

## Submission Information

Applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to

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obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

**Note:** If internet access is not available to submit an application electronically , contact the Response Center at 800-421-6770 no later than Friday, February 26, 2021, to request instructions on how to submit an application using alternative means.

If an applicant experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline, the applicant must email the JustGrants Service Desk ([JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)) and the Response Center ([tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov)) **within 24 hours after the application deadline.**

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## Program Description

### Overview

CTAS combines many of the Department of Justice's (DOJ's) existing tribal government-specific competitive solicitations into a single solicitation requiring only one application from each tribe or tribal consortium. This approach reduces the number of applications required to access funds and provides federally recognized tribes, tribal consortia, and tribal designees the opportunity to develop a comprehensive approach to public safety and victimization issues. **Note: CTAS is not a program but a single solicitation under which tribes can apply to seven separate grant programs from four grant-making offices.**

DOJ has incorporated feedback from tribes and made the following **changes to CTAS for FY 2021**:

- Purpose Area #5 is not included in CTAS this year. The Office on Violence Against Women (OVW) will be funding the Tribal Governments Program in FY 2021; however, it will be a separate solicitation not included in CTAS
- The Tribal Community and Justice Profile and the Purpose Area Narrative templates have been streamlined and refined across purpose areas to ensure greater clarity and reduce duplication.
- Applications to CTAS will be completed and submitted through the new Justice Grants system, JustGrants. Information on this new process is outlined in section: How to Apply on page 37.

Each tribe or tribal consortium may submit only one CTAS application. An application can include proposals for project funding under one or more purpose areas. As such, multiple awards may be made in response to a single application.

In addition to applying for FY 2021 CTAS funding, federally recognized tribes and tribal consortia are encouraged to submit separate applications to any DOJ grant program for which they may be eligible. For information on additional funding sources, visit [www.grants.gov](http://www.grants.gov) and the websites of individual federal agencies.

The four DOJ components offering tribal government-specific grants through CTAS are listed below. For more information, visit [www.justice.gov/tribal/](http://www.justice.gov/tribal/).

- Office of Community Oriented Policing Services (COPS Office)
- Office of Justice Programs, Bureau of Justice Assistance (BJA)
- Office of Justice Programs, Office for Victims of Crime (OVC)
- Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP)

## Statutory Authority

Purpose Area#	Selected Statutory Authority
PA#1	Omnibus Crime Control and Safe Streets Act of 1968 as amended by the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.
PA#2	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2021.
PA#3	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2021
PA#4	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2021
PA#6	34 USC § 20101(g)
PA#8	34 USC §§ 10611 – 10619; additional authority may be provided by a full-year appropriations act for fiscal year 2021.
PA#9	Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for fiscal year 2021.

## Tribal Community & Justice Narrative Profile

### Specific Information

#### Purpose Areas:

The DOJ-specific competitive grant programs outlined in this CTAS are referred to as “purpose areas.” Applicants may apply for funding under those purpose area(s) that best address tribal concerns related to public safety and criminal and juvenile justice, and responses to domestic violence, child abuse, sexual assault, and other crimes. Below is a list of the seven purpose areas and their components. Note: Purpose Areas #5 and #7 are officially retired from CTAS

1. Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS Office, OJJDP, OVC)
2. Tribal Justice Systems Program (BJA)
3. Tribal Justice System Infrastructure Program (BJA)
6. Children’s Justice Act Partnerships for Indian Communities (OVC)
8. Juvenile Tribal Healing to Wellness Courts (OJJDP)
9. Tribal Youth Program (OJJDP)

#### Frequently Asked Questions:

For further information on this solicitation’s requirements and supporting documents, see the frequently asked questions (FAQs) at <https://www.justice.gov/tribal/open-solicitations>.

## Goals, Objectives, Deliverables, and Timeline



Please see purpose area specific section for goals, objectives and deliverables for each purpose area.

## **Evidence-Based Programs or Practices**

### **Federal Award Information**

#### **General Guidance for Federal Award**

PA #1 Public Safety and Community Policing (COPS Office) Approximately 40 awards with durations of 5 years for Hiring and 3 years for Equipment/Training:

- Sworn force of less than 10: no more than \$500,000 (Or the cost of one entry level full-time officer if that cost is over \$500,000/higher than the cap. These requests are reviewed on a case-by-case basis and need to reflect the actual entry-level salaries and benefits for a newly hired sworn officer.)
- Sworn force of less than 10 to less than 20: no more than \$700,000
- Sworn force of 20+: no more than \$900,000

PA #2 Comprehensive Tribal Justice Systems Strategic Planning Program (BJA, OVC, OJJDP and COPS Office) Approximately 4 awards with durations of up to 5 years:

- Up to \$150,000 per award

PA #3 Tribal Justice Systems (BJA) Approximately 25-33 awards with durations of up to 5 years:

- Approximately \$250,000-900,000 per award

PA #4 Tribal Justice System Infrastructure Program (BJA):

- Estimated 2-4 awards for facility renovation or expansion or completion of existing construction projects for single jurisdiction facility; up to \$1.2 million per award for 5 years
- Estimated 1-2 awards for facility renovation or expansion or completion of existing construction projects for regional facility (detention, multipurpose justice center, correctional alternative) up to \$4.8 million per award for 5 years

PA #5 Tribal Governments Program (OVW): PA #5 is not included in CTAS this year. OVW will be funding the Tribal Governments Program in FY21, however, it will be a separate solicitation not included in CTAS.

PA #6 Children's Justice Act Partnerships for Indian Communities (OVC):

- Approximately 6 awards of up to a maximum of \$450,000 per award for 3 years

PA #7 Tribal Victim Services Program (OVC): PA #7 is not included in CTAS this year.

PA #8 Juvenile Tribal Healing to Wellness Courts (OJJDP):

- Approximately 5 awards of up to a maximum of \$400,000 per award for 5 years

PA #9 Tribal Youth Program (OJJDP):

- Approximately 17 awards of up to a maximum of \$500,000 per award. This includes both Category 1 and Category 2 for 5 years.

## **Solicitation Category**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-COPS-2021-00004-PROD	PA #1 Public Safety and Community Policing (COPS Office)	40	\$24,000,000.00	10/1/21 12:00 AM	60
C-BJA-2021-00052-PROD	PA #2 Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS Office, OJJDP, OVC)	4	\$600,000.00	10/1/21 12:00 AM	60
C-BJA-2021-00053-PROD	PA #3 Tribal Justice Systems Program (BJA)	33	\$20,600,000.00	10/1/21 12:00 AM	60
C-BJA-2021-00054-PROD	PA #4 Tribal Justice System Infrastructure Program (BJA)	4	\$8,000,000.00	10/1/21 12:00 AM	60
C-OVC-2021-00004-PROD	PA #6 Children's Justice Act Partnerships for Indian Communities (OVC)	6	\$2,700,000.00	10/1/21 12:00 AM	36
C-OJJDP-2021-00040-PROD	PA #8 Juvenile Tribal Healing to Wellness Courts (OJJDP)	5	\$2,000,000.00	10/1/21 12:00 AM	60
C-OJJDP-2021-00041-PROD	PA #9 Tribal Youth Program (OJJDP)	17	\$8,500,000.00	10/1/21 12:00 AM	60

### Continuation Funding Intent

DOJ may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, DOJ

will consider, among other factors, the availability of appropriations, when the program or project was last competed, DOJ's strategic priorities, and DOJ's assessment of both the management of the award and the progress of the work funded under the award.

## **Availability of Funds**

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

## **Funding Instrument Type**

Grant

## **Award Type**

Initial

## **Type of Award**

DOJ expects to make any award under this solicitation in the form of a grant. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

## **Financial Management and System of Internal Controls**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9)

Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Eligibility Information**

### **Eligibility:**

1. Federally recognized Indian tribes.<sup>1</sup>
2. Consortia consisting of two or more federally recognized Indian tribes.
3. Tribal designees are eligible applicants only for certain activities related to the Office for Victims of Crime (OVC) programs (see eligibility information for CTAS Purpose Area #6).
4. Please review each purpose area section for any additional limitations on eligibility that may apply.

1 See 25 U.S.C. § 5304 which, for purposes of this solicitation, provides the applicable definition of “Indian tribe.” Note that pending litigation, in *Chehalis v. Mnuchin*, 976 F.3d 15 (D.C. Cir. 2020), regarding this statutory definition could affect the eligibility of Alaska Native Corporations (ANCs). An ANC wishing to apply may wish to consider applying as a consortium (or a designee, where applicable).

## Application and Submission Information

### Proposal Abstract

Purpose Area#	Proposal Abstract
PA#1	<p><b>Application Cover Sheet Containing Separate Abstracts for each Purpose Area Being Applied for</b></p> <p>An applicant should include a high quality project abstract for each purpose area under which the applicant is requesting funding. Each abstract should summarize the proposed project in 500 words or less. The fillable application cover sheet template for abstracts can be found on the tribal safety and justice website along with other documents needed to complete an application at the tribal safety and justice website at: <a href="https://www.justice.gov/tribal/open-solicitations">https://www.justice.gov/tribal/open-solicitations</a>.</p>
PA#2	<p><b>Application Cover Sheet Containing Separate Abstracts for each Purpose Area Being Applied for</b></p> <p>An applicant should include a high quality project abstract for each purpose area under which the applicant is requesting funding. Each abstract should summarize the proposed project in 500 words or less. The fillable application cover sheet template for abstracts can be found on the tribal safety and justice website along with other documents needed to complete an application at the tribal safety and justice website at: <a href="https://www.justice.gov/tribal/open-solicitations">https://www.justice.gov/tribal/open-solicitations</a>.</p>
PA#3	<p><b>Application Cover Sheet Containing Separate Abstracts for each Purpose Area Being Applied for</b></p> <p>An applicant should include a high quality project abstract for each purpose area under which the applicant is requesting funding. Each abstract should summarize the proposed project in 500 words or less. The fillable application cover sheet template for abstracts can be found on the tribal safety and justice website along with other documents needed to complete an application at the tribal safety and justice website at: <a href="https://www.justice.gov/tribal/open-solicitations">https://www.justice.gov/tribal/open-solicitations</a>.</p>

Purpose Area#	Proposal Abstract
PA#4	<p><b>Application Cover Sheet Containing Separate Abstracts for each Purpose Area Being Applied for</b></p> <p>An applicant should include a high quality project abstract for each purpose area under which the applicant is requesting funding. Each abstract should summarize the proposed project in 500 words or less. The fillable application cover sheet template for abstracts can be found on the tribal safety and justice website along with other documents needed to complete an application at the tribal safety and justice website at: <a href="https://www.justice.gov/tribal/open-solicitations">https://www.justice.gov/tribal/open-solicitations</a>.</p>
PA#6	<p><b>Application Cover Sheet Containing Separate Abstracts for each Purpose Area Being Applied for</b></p> <p>An applicant should include a high quality project abstract for each purpose area under which the applicant is requesting funding. Each abstract should summarize the proposed project in 500 words or less. The fillable application cover sheet template for abstracts can be found on the tribal safety and justice website along with other documents needed to complete an application at the tribal safety and justice website at: <a href="https://www.justice.gov/tribal/open-solicitations">https://www.justice.gov/tribal/open-solicitations</a>.</p>
PA#8	<p><b>Application Cover Sheet Containing Separate Abstracts for each Purpose Area Being Applied for</b></p> <p>An applicant should include a high quality project abstract for each purpose area under which the applicant is requesting funding. Each abstract should summarize the proposed project in 500 words or less. The fillable application cover sheet template for abstracts can be found on the tribal safety and justice website along with other documents needed to complete an application at the tribal safety and justice website at: <a href="https://www.justice.gov/tribal/open-solicitations">https://www.justice.gov/tribal/open-solicitations</a>.</p>
PA#9	<p><b>Application Cover Sheet Containing Separate Abstracts for each Purpose Area Being Applied for</b></p> <p>An applicant should include a high quality project abstract for each purpose area under which the applicant is requesting funding. Each abstract should summarize the proposed project in 500 words or less. The fillable application cover sheet template for abstracts can be found on the tribal safety and justice website along with other documents needed to complete an application at the tribal safety and justice website at: <a href="https://www.justice.gov/tribal/open-solicitations">https://www.justice.gov/tribal/open-solicitations</a>.</p>

### Data Requested with Application

Purpose Area#	Data Request
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### Survey

<b>Selected Survey</b>
CTAS Demographic Form

<b>Selected Question List</b>
No items

### **Budget Worksheet and Budget Narrative (attachment)**

The Budget Detail Worksheet should provide a detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs. There should be a clear link between the activities proposed and the items included in the budget.

The Budget Narrative must clearly describe every category of expense listed in the Budget Detail Worksheet. DOJ expects proposed budgets to be complete, cost-effective, and allowable. The narrative must correspond with the information and figures provided in the Budget Detail Worksheet. The narrative must also explain how all costs were estimated and how they are relevant to the completion of the proposed project.

## **PA #1 Public Safety and Community Policing (COPS Office) Budget and Associated Documentation**

### **Proposal Narrative**

Applicants will describe activities and funding needs, including strategic planning, hiring, travel, training, and equipment, in one application. Successful applicants may be awarded a Tribal Resources Grant Program–Hiring Grant (TRGP-Hiring), a Tribal Resources Grant Program–Equipment/Training Grant (TRGP-E/T), or both. Hiring Grants and Equipment/Training grants have different requirements and award periods of performance.

Each purpose area has a separate narrative template designed to address its unique focus and requirements. Applicants must submit a **separate narrative for each purpose area** to which they are applying. Through a series of questions, the template for each purpose area covers the following topics:

- Project or program design and implementation
- Capabilities and competencies
- Evaluation efforts to measure impact, outcomes, and performance and data collection

Applicants should ensure the project goals described in their proposal are consistent with the purpose area’s goals and activities. The Purpose Area Narrative cannot exceed the 15-page limit (review the template discussion for additional guidance). Purpose Area Narrative templates can be

found at <https://www.justice.gov/tribal/open-solicitations>.

Each electronic file should be saved and uploaded to the application in JustGrants with a title that reflects what it contains as well as the applicant tribe. For example, a file may be saved as “[Tribe]. Purpose Area1 Narrative.doc.”

- The Purpose Area Narrative will be rated based on the following criteria: The extent to which the application fully responds to the requested information
- The extent to which the application explains the connection between the purpose area request and the need(s) identified in the Tribal Community and Justice Profile.

To build your Purpose Area #1 narrative, use the template located at <https://www.justice.gov/tribal/open-solicitations>.

**Applicants may apply for funding to cover the following costs:**

**Strategic planning:** Strategic planning activities related to community policing

Hiring:

**Sworn:** Funding can be requested for approved entry-level salaries and fringe benefits (including overtime) of newly hired or rehired full-time sworn career law enforcement officers, tribal/village police officers, and village public safety officers. All newly hired, additional, or rehired officers (or an equal number of redeployed officers) funded under Purpose Area #1 must engage in community policing activities.

A sworn officer is defined as a full-time career law enforcement officer hired on a permanent basis and who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

Rehired officers include those who have been laid off by your jurisdiction (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions, and/or they are (at the time of application) currently scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions.

In the application and budget, your agency will specify which hiring categories it is requesting funding for: new hire, rehire previously laid off, or rehire scheduled for lay off. If, after receiving the award, your agency needs to change one or more of these categories, your agency must request a post-award modification and must receive prior approval before spending Purpose Area # 1 hiring funding. To obtain information on modifying the hiring award, please contact the DOJ Office Response Center at 1-800-421-6770.

Applicants must budget for, and if awarded, complete background investigations and basic law enforcement officer training for all full-time career law enforcement officers funded by the grant. Background investigations should specifically comply with requirements established by state statute, ordinance, or tribal requirements. In the



absence of existing standards for hiring, the background should include as a minimum criminal history checks, screening for domestic violence, sex offender registry, credit checks, resume validation, work history verification, and personal and professional references.

**Civilian:** Salaries and fringe benefits for a full-time methamphetamine and/or anti-opioid coordinators are allowable costs. These positions will be awarded under TRGP-E/T grants.

**Equipment:** Law enforcement equipment such as uniforms; bulletproof vests; body worn cameras standard issue equipment (handcuffs, ammunition carriers, flashlight, duty knife, conducted electrical weapon, etc.) ; appropriate police vehicles (as needed for law enforcement purposes to include anti-methamphetamine/opioid activities); technology such as computer hardware and software, mobile data terminals, radios, communication systems, and Murdered and Missing Indigenous Persons (MMIP) databases. Applicants that do not already have an information-gathering system compatible with the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) System are encouraged to request funds for National Incident-Based Reporting System (NIBRS)/UCR-compliant crime data systems. Applicants may also request hardware and software required to access national criminal justice related databases (e.g., National Crime Information Center).

**Training:** Law enforcement training such as basic training at a state academy or the Indian Police Academy in Artesia, New Mexico, as well as specialized police training, community policing training, crime reporting (e.g., NIBRS) training, and anti-methamphetamine, anti-opioid or human trafficking training.

Applicants must budget for, and if awarded, complete basic law enforcement training for all full-time career law enforcement officers funded by the grant.

Applicants must budget travel costs, including airfare, lodging, mileage and per diem for training costs associated with a required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA web site for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to Purpose Area #1 activities, including costs associated with any DOJ-required training. Please determine costs based on your agency's travel policy and in absence of a policy, please follow the GSA website to determine travel costs. See the GSA web site for information on the FY 2021 federal per diem rates that should be used in calculating lodging and per diem costs: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).

**Overtime:** Overtime for sworn officers engaging in community policing-related activities is an allowable cost; however, any overtime expenses requested for sworn officer positions must be listed in the "Other Costs" section of your application's budget. Overtime expenses must

exceed the expenditures that your agency is obligated or funded to pay in its current budget. Overtime requests are limited as follows:

- Sworn force of 20+: No more than \$75,000 total
- Sworn force of 10 to fewer than 20: No more than \$50,000 total
- Sworn force of fewer than 10: No more than \$25,000 total

### **Specific Requirements:**

**CTAS New Grantee Orientation:** All applicants must budget for travel and accommodation costs for two staff members designated with grant implementation, monitoring, and reporting to attend the required annual CTAS new grantee orientation (see “training” above”).

**Background Investigations:** Applicants must budget for, and if awarded, conduct background investigations for all full-time career law enforcement officers funded by the grant.

**Basic Law Enforcement Training:** Applicants must budget for, and if awarded, complete basic law enforcement training for all full-time career law enforcement officers funded by the grant.

**Retention:** Applicants requesting funding for hiring must plan to retain grant-hired career law enforcement officers and grant-hired school resource officers for 12 months after the expiration of the grant.

Failure to comply with the requirements and all COPS Office award requirements will result in legal sanctions, including suspension and termination of award funds, repayment of expended funds, ineligibility to receive additional COPS Office funding, and other remedies available by law.

### **Disclosure Of Process Related To Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for additional information.

### **Memoranda Of Understanding**

**School Resource Officer (SRO) Requirements:** Applicants may request SRO positions. If award funding for an SRO position, the COPS Office requires a memorandum of understanding (MOU) between the law enforcement agency and the school. In addition, the funded SRO needs to complete the Basic School Resource Officer Course conducted by the National Association of School Resource Officers (NASRO) as part of their training.

(BJA, COPS Office, OJJDP, OVC)

## Budget and Associated Documentation

### Proposal Narrative

The strategic planning program is supported by four DOJ offices. It provides that Purpose Area #2 grantees that submit approved strategic plans will receive priority consideration for CTAS funding to implement the strategic plan in whole or in part in a future fiscal year or years following submission of applications under purpose areas directly connected to the strategic plan.

Each purpose area has a separate narrative template designed to address its unique focus and requirements. Applicants must submit a **separate narrative for each purpose area** to which they are applying. Through a series of questions, the template for each purpose area covers the following topics:

- Evaluation efforts to measure impact, outcomes, and performance and data collection
- Capabilities and competencies
- Project or program design and implementation

Applicants should ensure the project goals described in their proposal are consistent with the purpose area's goals and activities. The Purpose Area Narrative cannot exceed the 15-page limit (review the template discussion for additional guidance). Purpose Area Narrative templates can be found at <https://www.justice.gov/tribal/open-solicitations>.

Each electronic file should be saved and uploaded to the application in JustGrants with a title that reflects what it contains as well as the applicant tribe. For example, a file may be saved as "[Tribe]. Purpose Area1 Narrative.doc."

The Purpose Area Narrative will be rated based on the following criteria:

- The extent to which the application explains the connection between the purpose area request and the need(s) identified in the Tribal Community and Justice Profile.
- The extent to which the application fully responds to the requested information

To build your Purpose Area #2 narrative, use the template located at <https://www.justice.gov/tribal/open-solicitations>.

### Applicants may apply for funding to include the following:

- **Strategic planning:** Develop a justice system-wide strategic plan that identifies the priority needs facing the applicant's justice system and outline a detailed, strength-based, victim-centered strategy that includes:
- Community resources that support alternatives to incarceration and re-entry into the community following incarceration (i.e., jail, prison, etc.)
- Addressing juvenile justice needs from prevention through re-entry
- Crime victims' rights and services for all victims of crime, including services to promote safety for victims of child abuse, domestic violence, dating violence, sexual assault, and stalking
- Tribal jails programming
- Strategies to address crime related to substance and alcohol abuse, including opioids and

- stimulants
- Collaborative strategies to address serious and violent crime
- Alternatives to incarceration
- Community corrections
- Courts
- Law enforcement

**Enhance capacity to collect and analyze data:** Build ongoing capacity to better understand and define priority crime and tribal safety issues. By accessing accurate and robust data related to the nature and extent of criminal offenders and offenses, human trafficking, the incidence of domestic violence, victim services, child abuse, and other crime issues (along with other tribal data) applicants can assess risk and distress in tribal nations. In addition, the planning process should build capacity to review data that will track the implementation of the strategic plan and assess its outcomes.

**Personnel:** It is recommended to engage a full- or part-time (approximately 75 percent full-time employee [FTE]) project manager to facilitate the planning process and work with the Purpose Area #2-identified technical assistance provider to coordinate daily activities.

**Training and technical assistance:** DOJ will fund a TTA provider at **no cost** to grantees to assist in the strategic planning process. This includes extensive on-site and office-based support for facilitating the strategic planning process, forming a strategic planning team, conducting a comprehensive needs assessment, identifying community strengths and resources, defining community challenges, developing strategies to strengthen the applicant's justice system and promote community wellness and safety, and completing the final written strategic plan to be submitted to DOJ. Costs for outside TTA providers or outside organizations to create a strategic plan for the tribe will **not** be an allowable expense.

**Equipment:** No equipment should be budgeted for this project. Costs of general office equipment such as computers, fax machines, printers, scanners, and tools to support data collection and analysis should be included in the "Supplies" or "Other" categories.

**Travel:** Applicants should budget for airfare, lodging, mileage, and *per diem* associate

Applicants must budget travel costs, including airfare, lodging, mileage and per diem for training costs associated with a required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA web site for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Other Costs:** To support the development of the strategic plan, costs related to the printing and distribution of the plan, community outreach, and data collection may be expensed. Funds may **not** be used for stipends, incentive items, food, or beverages.

## **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9)

Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Disclosure Of Process Related To Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for additional information.

## **Memoranda Of Understanding**

### **PA #3 Tribal Justice Systems Program (BJA) Budget and Associated Documentation Proposal Narrative**

Each purpose area has a separate narrative template designed to address its unique focus and requirements. Applicants must submit a **separate narrative for each purpose area** to which they are applying. Through a series of questions, the template for each purpose area covers the following topics:

- Evaluation efforts to measure impact, outcomes, and performance and data collection
- Capabilities and competencies
- Project or program design and implementation

Applicants should ensure the project goals described in their proposal are consistent with the purpose area’s goals and activities. The Purpose Area Narrative cannot exceed the 15-page limit (review the template discussion for additional guidance). Purpose Area Narrative templates can be found at <https://www.justice.gov/tribal/open-solicitations>.

Each electronic file should be saved and uploaded to the application in JustGrants with a title that reflects what it contains as well as the applicant tribe. For example, a file may be saved as “[Tribe]. Purpose Area1 Narrative.doc.”

The Purpose Area Narrative will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The extent to which the application explains the connection between the purpose area request and the need(s) identified in the Tribal Community and Justice Profile

To build your Purpose Area #3 narrative, use the template located at <https://www.justice.gov/tribal/open-solicitations>.

**Applicants may apply for funding to include the following:**

**Tribal courts:** Plan new or enhance existing tribal courts. Support staffing of prosecutors, attorneys, advocates, probation and pretrial service officers, tribal court judges and other court staff, and clerical support staff, including indigent defense services. Support activities relating to implementation of the enhanced sentencing authority provisions of the Tribal Law and Order Act (TLOA) or the special domestic violence criminal jurisdiction under the Violence Against Women Reauthorization Act of 2013.

**Alternative justice courts:** Plan new or enhance existing peacemaking courts, healing to wellness courts, veterans treatment courts, sentencing circles, and other traditional or alternative justice courts

**Risk and needs assessment:** Develop and integrate the use of risk and needs assessment tools into the tribal justice system decision-making process. To follow up on results, coordinate access to key social services, tracking and case management of services, and ongoing risk assessment reviews.

**Diversion and alternatives to incarceration:** Employ decision-making models and programming to divert low risk offenders, including juveniles at high risk for involvement in the adult system, from incarceration. This includes law enforcement diversion, community supervision, mental health services and drug abuse treatment, electronic alcohol and offender monitoring, job training and placement, housing assistance, education, and family, peer, and community supports.

**Prevention:** Protect communities from crime related to alcohol and drug abuse and production, including opioids, methamphetamine, and prescription drugs. Support culturally relevant and appropriate evidence-based substance abuse prevention programs (see <https://www.samhsa.gov/nrepp>). Enhance security by addressing issues such as lighting, surveillance equipment, and community emergency alert and telephone systems.

**Treatment:** Integrate tribal, federal, state, and local services with culturally appropriate treatment for individuals who are at risk of justice system involvement, diverted from the tribal justice system, or involved in the tribal justice system (including the incarcerated population), as well as re-entering individuals and their families.

**Corrections (institutional and community):** Develop, implement, and enhance programming for tribal members incarcerated in tribal, federal, state, or local correctional facilities or under community supervision to reduce their risks for reoffending and support successful rehabilitation. Programming could include collaborations to address behavioral health needs, effective treatment such as cognitive behavioral therapy, education and vocational services, and other programming that will reduce the risk for recidivism.

**Re-entry:** Develop, implement, and enhance culturally appropriate re-entry programs. This can include providing treatment, aftercare, and other re-entry supportive services to individuals re-entering communities from tribal, local, state, and federal correctional facilities.

**Law enforcement:** Identify, apprehend, and prosecute individuals who illegally transport, distribute, and abuse illegal substances in tribal communities (subject to existing legal authority). Support programming to improve officer safety and improve the delivery of law enforcement services related to opioid, stimulant, and other substance abuse-related crimes in the tribal community.

**Equipment:** Purchase general office equipment such as computers, fax machines, printers, scanners, surveillance cameras, digital cameras, office furniture, courtroom furniture, computer networks, court management systems, electronic alcohol and offender monitoring devices, and related equipment.

**Strategic planning:** Develop tribal action plans (see <https://www.samhsa.gov/tribal-ttac/training-technical-assistance/tap>) for alcohol and substance abuse. Increase coordination with relevant nontribal agencies and organizations, and among all levels of the tribe, engage in strategic planning efforts to address the needs of the tribe's justice system. Comprehensively address alcohol and substance abuse-related crime.

**Training:** Budget for registration fees and lodging costs associated with training events related to Purpose Area #3 activities and costs associated with obtaining expert knowledge to assist with the development or enhancement of the program such as culturally appropriate training, technical assistance, treatment, and information technology. In planning their training needs, applicants should note that training will also be offered at no cost to grantees as part of the funded projects.

**Travel:** Applicants should budget for airfare, lodging, mileage and per diem for training costs related to Purpose Area #3 activities, including costs associated with DOJ-required training. Applicants must budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with a required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA web site for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

## **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9)

Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Disclosure Of Process Related To Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for additional information.

## **Memoranda Of Understanding**

## **PA #4 Tribal Justice System Infrastructure Program (BJA)**

### **Budget and Associated Documentation**

#### **Proposal Narrative**

Each purpose area has a separate narrative template designed to address its unique focus and requirements. Applicants must submit a **separate narrative for each purpose area** to which they

are applying. Through a series of questions, the template for each purpose area covers the following topics:

- Evaluation efforts to measure impact, outcomes, and performance and data collection
- Capabilities and competencies
- Project or program design and implementation

Applicants should ensure the project goals described in their proposal are consistent with the purpose area's goals and activities. The Purpose Area Narrative cannot exceed the 15-page limit (review the template discussion for additional guidance). Purpose Area Narrative templates can be found at <https://www.justice.gov/tribal/open-solicitations>.

Each electronic file should be saved and uploaded to the application in JustGrants with a title that reflects what it contains as well as the applicant tribe. For example, a file may be saved as "[Tribe]. Purpose Area1 Narrative.doc."

The Purpose Area Narrative will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The extent to which the application explains the connection between the purpose area request and the need(s) identified in the Tribal Community and Justice Profile.

To build your Purpose Area #4 narrative, use the provided template located at <https://www.justice.gov/tribal/open-solicitations>.

**Applicants may apply for funding to include the following:**

**Renovation, expansion, or new prefabricated/permanent modular:** Renovate, expand, or replace existing single jurisdiction or regional tribal justice-related facilities or build new single jurisdiction or regional prefabricated or permanent modular facilities where there are no existing permanent structures available or sufficient to address staff/resident/detainee/inmate safety and security issues; add capacity for recidivism reduction programming; enhance facility service/function capacity; provide capacity, equipment, or infrastructure to support staff training, fitness, and wellness; and/or complement efforts to implement the enhanced authorities and provisions under the Tribal Law and Order Act (TLOA) and the Violence Against Women Reauthorization Act of 2013.

Please note that temporary modular facilities are not allowable under Purpose Area #4. Temporary modular facilities are for short-term needs (e.g., natural disaster relief) and are not recommended for permanent applications.

**Other costs associated with renovation/expansion of a facility or the completion of existing construction projects:** Provide for infrastructure costs such as roads, sewer and water hook-ups, land preparation, and other costs normally associated with construction site work; items associated with managing the planned construction or renovation process; construction materials necessary to construct or renovate facilities and associated infrastructure; furniture, surveillance cameras, or other items affixed or integral to the facility; staff housing; or other costs associated with the completion of a renovation, expansion, or construction project funded through other confirmed funding sources.



## **Specific Requirements:**

**Purpose Area #4 Narrative (Operations and Maintenance Assistance):** If applicants are requesting assistance from the Bureau of Indian Affairs (BIA), Indian Health Services, or another agency external to the tribe to meet facility operations and maintenance needs, applicants should describe the existing request(s) for staffing, operations, and maintenance of the proposed renovated or expanded facility.

Applicants should also provide the status of these requests. A tribe may submit, by authorizing resolution or other satisfactory evidence of legal authority, a commitment to fund the future staffing, maintenance, and operation of the renovated facilities in lieu of BIA or other agency funding support letters if the tribe chooses to be responsible for this ongoing cost.

**Purpose Area #4 Narrative (Regional Projects):** Applicants interested in pursuing regional projects that involve two or more tribes will be required to submit memoranda of understanding, letters of support, or other documentation that demonstrate the support from the other participating tribes. Requests for funding to support regional projects will not be awarded without supporting documentation.

**Purpose Area #4 Narrative (Project Feasibility):** All applicants requesting funding for renovation or expansion projects will be required to indicate in the program narrative whether the existing building proposed for improvements appears to be a viable structure for renovation and/or expansion with a design developed and approved by a qualified architect/engineer/contractor. If your tribe receives an award, the BJA TJSIP training and technical assistance (TTA) provider will conduct a visual tour and surface inspection of the proposed facility to verify project feasibility. The purpose of this requirement is to ensure that using grant funds to renovate or expand the existing facility is justifiable. Award funds will be placed on hold until the BJA TJSIP TTA provider has completed the project feasibility verification process.

**Purpose Area #4 Narrative (Staffing Levels):** Applicants requesting funds for renovation or expansion of prefabricated or permanent modular projects must specify whether the tribe is going to maintain current staffing levels or require new staff as a result of the facility modification. In the event that additional staff members or other operational and maintenance funding will be needed as a result of the renovation or expansion, applicants must provide a staffing budget for the necessary operational staff and indicate how the new staff members will be funded as part of the facility operational plan. If funding for the new staff members is not in place at the time of application submission, the tribe must provide a tribal resolution or legal equivalent that indicates the source of funding that will be used to support the new staff members and the time frame for when the tribe expects to have funding in place to support the new staff members. In instances where renovation or expansion projects will result in additional bed space for corrections or community-based facilities, applicants must provide data in their applications that clearly substantiate the need for enhanced capacity.

**Purpose Area #4 Narrative (Planning Process):** Applicants must demonstrate that they have completed a planning process that supports the need for renovation or expansion funding under TJSIP. Applicants must certify the extent of planning completed and present all relevant documents related to the completed planning activities with their applications. Applicants that have completed a

formal or structured justice system planning process, such as the BJA Planning Alternatives and Correctional Institutions for Indian Country or the National Institute of Corrections Planning of New Institutions process, should attach documentation such as a master plan or needs assessment to receive priority

consideration for funding under TJSIP. If applicants are seeking to renovate, expand, or replace, they should describe the development of a plan that explores building options to ensure a cost-effective design and provide the status of any requests to other agencies regarding the staffing, maintenance, and operation of the facilities being planned or renovated.

**Travel Budget Requirement:** Applicants must budget for airfare, lodging, and mileage reimbursement for training costs related to purpose area activities, including costs associated with the DOJ-required training.

Applicants must also budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with a required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA web site for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Real Property Requirement:** In accordance with DOJ real property standards (2 C.F.R. §200.311), BJA will continue to monitor facility usage and capacity levels once the grant ends. BJA and OJP retain a financial interest in funding the acquisition or improvement of real property because interest accrues with acquisition of land or buildings and improvements to land or buildings such as new construction or renovation. This extends solely to property use. So that the intent of the funding statute or authority is met throughout the useful life of a facility, even after a grant closes, BJA will require the grantee to submit regular reports on the status of the real property in which the Federal Government retains an interest. If a grantee ceases to need a grant-funded facility for the originally authorized purpose during its useful life, the grantee is obligated to request property disposition instructions from OJP/BJA, pursuant to 2 C.F.R. §200.311 (c).

**National Environmental Policy Act (NEPA) Budget Allocation:** The National Environmental Policy Act (NEPA) of 1969 (Public Law 90-190; 42 U.S.C. § 4371, et seq.) established a national policy to promote the protection and enhancement of the environment. This policy was in response to growing concerns about the ecological balance and preservation of wildlife in America while meeting the demands of a growing population. Any BJA grantee with a project involving construction, expansion, renovation, facility planning, site selection, site preparation, and security or facility upgrades must be in compliance with NEPA requirements during the initiation of the project as part of its planning, site selection, and site preparation. The BJA grantee must complete the NEPA process prior to actual construction, expansion, renovation, or remodeling (including security upgrades).

A categorical exclusion, a class of actions which either individually or cumulatively would not have a significant effect on the human environment and therefore would not require preparation of an environmental assessment or environmental impact statement under NEPA, may be available for some projects where the NEPA impact is minimal. An environmental assessment (EA) assesses the need for a project or proposed action, alternatives to the project/action, and the environmental

impacts of the proposed and alternative project/action. If a grantee is required to conduct an EA, BJA will provide this service free of charge to the grantee. Applicants do not need to allocate funding for this process in their grant applications. For more information regarding NEPA, please visit: <https://bj.a.ojp.gov/national-environmental-policy-act-nepa-guidance>.

**Project Insurance:** New construction and major renovation projects create unique insurance challenges, and property owners need to understand the obligations and responsibilities they assume when contracting with their preferred builders or contractors. It is best to consult with an experienced independent insurance agent to assess the scope of a construction project and determine which policy is best suited to protect the owner's interests. BJA will require proof of project insurance prior to releasing funds to commence the construction/renovation/expansion project.

**Authorization for Real Property Use:** Applicants must include documentation from the tribe's appropriate tribal governing body authorizing the use of tribal land or facilities for the purpose of renovation, expansion, or replacement. The documentation must specify the proposed facility(s) and/or area of land to be used for the project.

**Permanent Modular Facility Construction Minimum Requirements:** Considering the significant investment in these projects, BJA provides minimum requirements that permanent modular structures must meet to ensure that grantees opt for structurally sound permanent modular structures. For more information on these requirements visit <https://www.justice.gov/tribal/open-solicitations>

**Grant Project Period:** Program planning should include a determination of the period of performance, not to exceed 60 months, necessary to complete the renovation, expansion, or replacement project without a no-cost grant extension.

## **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9)

Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Disclosure Of Process Related To Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for additional information.

**Purpose Area #4 Narrative (Regional Projects):** Applicants interested in pursuing regional projects that involve two or more tribes will be required to submit memoranda of understanding, letters of support, or other documentation that demonstrate the support from the other participating tribes. Requests for funding to support regional projects will not be awarded without supporting documentation.

## **PA #6 Children’s Justice Act Partnerships for Indian Communities (OVC)**

### **Budget and Associated Documentation**

#### **Proposal Narrative**

Projects funded under this purpose area will improve (a) the handling of child abuse cases, particularly cases of child sexual abuse, in a manner which limits additional trauma to the child victim; and (b) the investigation and prosecution of cases of child abuse, particularly child sexual abuse. Project activities should focus on trauma-informed, multidisciplinary approaches to the investigation, prosecution, and management of cases by improving coordination among tribal, state, and federal professionals.

Each purpose area has a separate narrative template designed to address its unique focus and requirements. Applicants must submit a **separate narrative for each purpose area** to which they are applying. Through a series of questions, the template for each purpose area covers the following topics:

- Evaluation efforts to measure impact, outcomes, and performance and data collection
- Capabilities and competencies
- Project or program design and implementation

Applicants should ensure the project goals described in their proposal are consistent with the purpose area’s goals and activities. The Purpose Area Narrative cannot exceed the 15-page limit (review the template discussion for additional guidance). Purpose Area Narrative templates can be found at <https://www.justice.gov/tribal/open-solicitations>.

Each electronic file should be saved and uploaded to the application in JustGrants with a title that reflects what it contains as well as the applicant tribe. For example, a file may be saved as “[Tribe]. Purpose Area1 Narrative.doc.”

The Purpose Area Narrative will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The extent to which the application explains the connection between the purpose area request and the need(s) identified in the Tribal Community and Justice Profile.

**Applicants may apply for funding to include the following:**

**Personnel/Staffing:** Funding may support the salary and fringe benefits for personnel involved in investigation, prosecution, and victim services focused on cases of criminal child abuse and neglect.

Staffing may include dedicated prosecutors, law enforcement investigators, child protection services personnel, forensic interviewers, case managers, clinical mental health professionals, pediatric sexual assault nurse examiners (SANEs), and other victim assistance and allied professionals.

**Victim assistance:** Funding may support victim assistance services that are linked to the child's victimization. Victim assistance may include developmentally appropriate, trauma-informed counseling for primary victims and secondary victims (such as siblings or grandparents); family therapy; group therapy; case management services; aid with participating in traditional healing ceremonies or other cultural activities; assistance with emergency food, clothing, and transportation costs; emergency shelter services; assistance with crime victim compensation claims; and medical and dental care.

**Coordination/outreach:** Funding may support multidisciplinary team meetings, community forums, and the development, production, and distribution of awareness materials such as public service announcements, posters, brochures, fact sheets, etc., designed to increase the public's awareness and understanding of child abuse and neglect and the availability of grant-funded services.

**Development of policies/procedures/protocols:** Funding may support the development and distribution of written response protocols, policies, and standard operating procedures manuals that promote trauma-informed approaches to the delivery of services to victims of child abuse and neglect and their family members. Funds may also be used to develop or update tribal codes related to defining and expanding victims' rights and crimes against children.

**Cultural and traditional practices:** Funding may support the inclusion of cultural and traditional practices in proposed activities—e.g., smudging, sweat lodges, or other traditional healing ceremonies— for victims of child abuse and neglect and their family members.

**Expanding services:** Funding may support expanding existing victim service programming to provide a more comprehensive array of services to child victims and their families. Funds may also be used to support outreach and education activities that educate the community about child abuse and neglect and how to access the services that are available.

**Travel:** Funding may support airfare, lodging, per diem, and other allowable incidental costs for meetings or trainings related to purpose area activities, including costs associated with travel for at least two appropriate staff to attend DOJ-required trainings (i.e., one CTAS grantee orientation, one OVC mandatory training, and the biennial OVC- sponsored National Indian Nations Conference).

**Training:** Funding may be used for costs associated with developing and conducting local in-service trainings relevant to the investigation and prosecution of criminal child abuse and neglect cases. Funding may also be used to send grant-funded staff—and, upon approval from your OVC grant manager, staff from collaborating partner agencies and organizations—to local, tribal, state, and regional training events that address the handling, investigation, and prosecution of child abuse and neglect cases or address the provision of trauma-informed services to the victims and their families.

**Equipment and supplies:** Funding may be used for equipment and technology related to allowable activities. Costs may include: supplies for play therapy, forensic interviewing recording equipment, digital cameras, rape kits, medical equipment for a pediatric SANE program, office furniture and

equipment (e.g., printers and scanners, child-friendly furnishings), and materials for traditional crafts and healing ceremonies.

**Procurement contracts and consultants:** Funding can be used for a wide range of contracted services or individuals to carry out approved program activities. Award funds can also be used to procure goods or services for the benefit of the grantee. Examples include, but are not limited to: telemedicine/telemental health access; cell phone service; or leasing a vehicle, photocopier, or other equipment essential to the operation of the project. Allowable consultant costs include, but are not limited to: tribal code development; cultural experts; trauma-informed care trainers/presenters.

**Note: Costs associated with programs focused solely on prevention activities are not allowable.**

### **Specific Requirements:**

**Eligibility:** (1) For Purpose Area #6 Children's Justice Act Partnerships for Indian Communities, federally recognized Indian tribes are eligible to apply. Additionally, an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply.

In addition, under this purpose area, FY 2019 and FY 2020 Purpose Area #6 CJA program awardees are not eligible to apply for the FY 2021 Purpose Area #6 CJA program.

**Budget:** The proposed budget should not exceed \$450,000 for a 36-month project period, and must be consistent with activities described in the program narrative.

- Travel budget requirement: Applicants must budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with a required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA web site for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

### **Training and Technical Assistance Activities:**

Upon award, OVC will provide access to free training and technical assistance (TTA) to assist with developing and implementing grant-funded projects. This may include professional development training; specific training for project staff and staff members from collaborating partner agencies and organizations or other experts on how to serve victims of child abuse and neglect; assistance with establishing mechanisms to capture required performance measurement data; development of project deliverables; or other TTA needs that may be identified. OVC expects all awardees to actively participate in activities and services offered through OVC and to use the OVC-designated TTA providers as their primary training and technical assistance resource.

## **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9)

Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Disclosure Of Process Related To Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for additional information.

## **Memoranda Of Understanding**

### **PA #8 Juvenile Tribal Healing to Wellness Courts (OJJDP)**

## **Budget and Associated Documentation**

### **Proposal Narrative**

The purpose of this grant program is to support tribes seeking to establish a Juvenile Tribal Healing to Wellness Court or to enhance an existing Juvenile Tribal Healing to Wellness Court.

Enhancements to existing Juvenile Tribal Healing to Wellness courts can focus on court operations and/or the implementation of programs and the delivery of services. All grant recipients will be required to work with their OJJDP grant manager and OJJDP’s training and technical assistance (TTA) provider to work through key objectives and deliverables over the course of the 5-year award period.

### **Overview of Juvenile Tribal Healing to Wellness Courts**

Juvenile Tribal Healing to Wellness Courts are special courts like drug courts that combine judicial supervision, substance abuse treatment, case management, drug testing, and graduated incentives and sanctions to help individuals with substance use disorders achieve sustained recovery and avoid reoffending. Juvenile Tribal Healing to Wellness Courts use a team approach that includes the judge, attorneys, probation, law enforcement, treatment providers, educational and vocational services, and other partners. In addition, Juvenile Tribal Healing to Wellness Court teams can incorporate tribal elders, traditional healers, and other culturally appropriate resources to promote participants’ healing and reintegration into the tribal community. The 10 Key Components to a Healing to Wellness Court can be found at: <http://www.wellnesscourts.org/tribal-key-components/index.cfm>.

Each purpose area has a separate narrative template designed to address its unique focus and requirements. Applicants must submit a **separate narrative for each purpose area** to which they are applying. Through a series of questions, the template for each purpose area covers the following topics:

- Evaluation efforts to measure impact, outcomes, and performance and data collection
- Capabilities and competencies
- Project or program design and implementation

Applicants should ensure the project goals described in their proposal are consistent with the purpose area's goals and activities. The Purpose Area Narrative cannot exceed the 15-page limit (review the template discussion for additional guidance). Purpose Area Narrative templates can be found at <https://www.justice.gov/tribal/open-solicitations>.

Each electronic file should be saved and uploaded to the application in JustGrants with a title that reflects what it contains as well as the applicant tribe. For example, a file may be saved as "[Tribe]. Purpose Area1 Narrative.doc."

The Purpose Area Narrative will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The extent to which the application explains the connection between the purpose area request and the need(s) identified in the Tribal Community and Justice Profile

**Applicants may apply for funding to include the following:**

**Staffing:** Salary and fringe benefits for positions to support the design and 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 email capability, cell phones, telephones, pagers, printers, fax machines, and copiers as needed for program implementation; general office supplies, postage, and other necessary program and outreach supplies.

**Training:** Off-site specific training for identified program staff to attend in order to improve or develop skills in the areas related to operating a Juvenile Tribal Healing to Wellness Court. **Note:** While funds may be allocated for program staff to attend training, all grant recipients will receive on-site and cluster trainings from the OJJDP-selected training provider. Funds are **not** allowed for additional consultants.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to program activities, including costs associated with DOJ-required training (see "Specific requirements" in the following section).

**Court Operations and Services:** Administrative, management, and operational activities that support the court and treatment and services for youth.

**Specific Requirements:**

**Important note:** Federally recognized tribes that are seeking to establish a Juvenile Tribal Healing to Wellness Court or enhance an existing Juvenile Tribal Healing to Wellness Court are eligible to apply.

**Opioid abuse:** Applicants must include a strategy to create comprehensive diversion and alternatives to incarceration programs for those impacted by the opioid epidemic.

**Limitation on participation of violent offenders:** Per 34 U.S.C. 10612, any drug treatment court that receives funds under this program may not permit participation by violent offenders. For the purposes of this solicitation, the term "violent offender" includes a juvenile who has



**been convicted of or adjudicated delinquent for a felony-level offense that (1) has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or the possession or use of a firearm or (2) by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. See 34 U.S.C. 10613. Funding will be immediately suspended if DOJ determines that violent offenders are participating in any program funded under this solicitation.**

**Technical assistance:** A TTA provider has already been identified by OJJDP to support Purpose Area #8 grantees. Applicants should **not** include requests for funding to support onsite consultants as this will be managed by the existing TTA provider.

**Establishing a Juvenile Tribal Healing to Wellness Court:** Funding will support a planning period not to exceed 12 months and will focus on educating the Juvenile Tribal Healing to Wellness team about the components of a Healing to Wellness Court and develop a program that integrates court and treatment functions. OJJDP expects the court to be operational and providing services at the conclusion of the planning period.

**Travel:** Applicants should budget for attendance at the following Purpose Area #8-specific OJJDP trainings:

1. One 2-day Healing to Wellness Court Enhancement Training for up to four people (for budgeting purposes, please use Palm Springs, CA, as the location of this meeting)
2. Two Purpose Area #8-specific training events for two people (for budgeting purposes, please use Washington, D.C., as the location for these two-day meetings)

Applicants must budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with a required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA web site for determining allowable *per diem* travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Other:** Recipients of grant funds will be required to participate in one Program Area #8-specific, web-based new grantee orientation.

**Performance measurement:** In addition to collecting the appropriate project-specific data, grantees will be required to submit data to OJJDP for performance measurement. See <https://ojjdpmt.ojp.gov/>.

## **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9)

Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Disclosure Of Process Related To Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for additional information.

## Memoranda Of Understanding

### PA #9 Tribal Youth Program (OJJDP) Budget and Associated Documentation Proposal Narrative

OJJDP’s Tribal Youth Program (TYP) seeks to support and enhance tribal efforts to prevent and reduce juvenile delinquency and strengthen a fair and beneficial juvenile justice system response for American Indian and Alaska Native youth. The funding in this purpose area enables tribes to develop, expand, or strengthen approaches along the juvenile justice continuum that can range from prevention to intervention and treatment. This program enhances public safety, ensures that youth are held appropriately accountable to both victims and communities, and empowers youth to live productive, law-abiding lives.

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

Each purpose area has a separate narrative template designed to address its unique focus and requirements. Applicants must submit a **separate narrative for each purpose area** to which they are applying. Through a series of questions, the template for each purpose area covers the following topics:

- Evaluation efforts to measure impact, outcomes, and performance and data collection
- Capabilities and competencies
- Project or program design and implementation

Applicants should ensure the project goals described in their proposal are consistent with the purpose area’s goals and activities. The Purpose Area Narrative cannot exceed the 15-page limit (review the template discussion for additional guidance). Purpose Area Narrative templates can be found at <https://www.justice.gov/tribal/open-solicitations>.

Each electronic file should be saved and uploaded to the application in JustGrants with a title that reflects what it contains as well as the applicant tribe. For example, a file may be saved as “[Tribe]. Purpose Area1 Narrative.doc.”

The Purpose Area Narrative will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The extent to which the application explains the connection between the purpose area request and the need(s) identified in the Tribal Community and Justice Profile.

**Applicants may apply for funding to include the following:**

**Staffing:** Salary and fringe benefits for positions to support implementation of the program and other costs for professional support services and for evaluation.

**Equipment and supplies:** Computer hardware and software for internet access and email capability, cell phones, telephones, printers, and copiers as needed for program implementation; general office supplies, postage, and other necessary program and outreach supplies.

**Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to program activities, including costs associated with DOJ-required training (see “Specific requirements” in the following section).

**Programs and Services:** Prevention and intervention programs, services, and strategies that support youth, families, and the tribal juvenile justice system.

### **Specific Requirements:**

**Important note:** Please review eligibility requirements for Category 1 (developing a new tribal youth program) or Category 2 (enhance or expand an existing tribal youth program) carefully to ensure that you meet the eligibility criteria.

**Technical assistance:** A training and technical assistance (TTA) provider has already been identified by OJJDP to support Purpose Area #9 grantees at no cost to the grantees. Applicants should **not** include requests for funding to support onsite consultants as this will be managed by the existing TTA provider.

**Travel:** Applicants must budget travel costs for attendance at the following Purpose Area #9-specific trainings:

1. One 3-day OJJDP strategic planning session for up to four people (for budgeting purposes, please use Washington, D.C., as the location of this meeting).
2. Two Purpose Area #9-specific training events for two people (for budgeting purposes, please use Washington, D.C., as the location for these 2-day meetings).

Applicants must budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated with a required DOJ-wide CTAS new grantee orientation meeting in Year 1 of the award. For budgeting purposes, please include costs for attendance by two staff members designated with grant implementation, monitoring, and reporting at this 2-day meeting using Washington, D.C., as the location. Please see the GSA web site for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Other:** Recipients of grant funds will be required to participate in one Program Area #9-specific, web- based new grantee orientation.

**Performance measurement:** In addition to collecting the appropriate project-specific data, grantees will be required to submit data to OJJDP for performance measurement. See <https://ojdppmt.ojp.gov/>.

## **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (Required for PAs 2, 3, 4, 6, 8, and 9)

Applicants will download the questionnaire in JustGrants and submit it by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Disclosure Of Process Related To Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for additional information.

## **Memoranda Of Understanding**

## **Additional Application Components**

### **How to Apply**

In FY2021, applications will be submitted to DOJ in a NEW two-step process.

**Step 1:** Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application**, including attachments, in JustGrants at <https://justicegrants.usdoj.gov>.

To be considered timely, an application must be submitted by the application deadline using JustGrants, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. DOJ encourages applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

DOJ encourages applicants to review the “How To Apply” section in the [OJP Grant Application](#)

## [Resource Guide.](#)

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DOJ may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

### **Late submissions**

DOJ offers a process for CTAS applicants to provide advance notice to DOJ if submission of their application will be delayed due to unforeseen Grants.gov or JustGrants technical issues. Applicants must provide notice prior to the close of the solicitation. If applicants do not provide advance notice to DOJ about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, late submission may be considered. An extension of deadlines is not guaranteed.

If you experience unforeseen Grants.gov or JustGrants technical issues beyond your control which prevent you from submitting your application by the deadline, **please immediately contact the JustGrants service desk** (e-mail [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or call 833-872-5175 to **create a record of the issue before 9:00 p.m. eastern standard time**. You must also contact the Response Center (800-421-6770) **before the solicitation closes at 9:00 p.m. and email the CTAS excel budget worksheet/budget narrative, tribal justice and community profile document, the timeline document, and the applicable Purpose Area(s) narrative document(s) to [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov) by the 9:00 p.m. eastern standard time deadline**. Your email to the Response Center should include, your DUNS number, and a JustGrants service desk ticket number(s). After DOJ reviews all of the information submitted as well as contacting the Grants.gov or JustGrants service desk to validate the technical issues you reported, DOJ will contact you to either approve or deny your emailed application. If the technical issues you reported cannot be validated, your application will be rejected. Any requests to submit applications due to technical issues after the 9:00 p.m. deadline will be rejected as untimely.

**Note: DOJ does not automatically approve requests to submit a late application.** After DOJ reviews the applicant's request, and contacts the Grants.gov or JustGrants service desk to verify the reported technical issues, DOJ will inform the applicant whether the request to submit a late application has been approved or denied. If DOJ determines that the untimely application submission was due to the applicant's failure to follow all required procedures, DOJ will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Inability to register in SAM, Grants.gov, or JustGrants in sufficient time (SAM registration and renewal can take as long as 10 business days to complete.)
- Inability to follow Grants.gov or JustGrants instructions on how to register and apply
- Inability to follow each instruction in the DOJ solicitation
- Technical issues with the applicant's computer or information technology environment such as issues with firewalls

Extraordinary natural or manmade disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or

terrorist acts, applicants may request to submit applications up to 7 calendar days late by sending an email to [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. The email message must be sent by the 9:00 p.m. eastern standard time deadline or as soon as possible given the specific emergency.

## Submission Dates and Time

Application submission deadline:

- Applications will be submitted in Grants.gov by March 16, 2021 at 11:59 pm EST. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.
- The full application will be submitted in JustGrants by March 30, 2021 at 11:59 pm EST.
- For applicants without internet access only: Contact the Response Center at 800-421-6770 no later than February 26, 2021, to discuss how to submit an application by alternative means.

**IMPORTANT NOTICE: Each tribe or tribal consortium will be allowed only one application submission.**

If a tribe or tribal consortia submits more than one application, only the final application will be considered in the review process.

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

## Application Review Information

### Review Criteria

Applications will be scored as follows (see the "What an Application Should Include" section and the application checklist for complete application contents, including items that are not scored):

- a. Tribal Community and Justice Profile (20% of application score) \*\*
- b. Purpose Area Narrative for each purpose area for which the applicant is applying (60% of application score) \*\*
- c. Budget Detail Worksheet and Narrative (Demographic questions is for Purpose Area #1 Applicants only (15% of application score) \*\*
- d. Application Timeline (5% of application score)

Items noted by \*\* (double asterisks) MUST be included in the application submission in order for an application to meet the minimum requirements to advance to peer review and receive consideration for funding. An application that does not include the attachments noted by \*\* at the time of application will neither be peer reviewed, nor will the application receive further consideration.

## Review and Selection Process

DOJ is committed to ensuring a fair and open process for making awards. Peer reviewers will be reviewing the applications submitted under this solicitation that meet eligibility and minimum requirements. Each relevant DOJ component may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given grant program who is **not** a current federal employee. An internal reviewer is a current federal employee who is well versed or has expertise in the subject matter of the particular grant program. Applications that meet eligibility and minimum requirements will be evaluated, scored, and rated by peer reviewers. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully.

Prior to award, applications for potential awards will receive a financial integrity review to evaluate the fiscal integrity and financial capability of applicants and to examine proposed costs and the extent to which the Budget Detail Worksheet and Narrative accurately supports and explains project costs. This review also will assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be either conducted by DOJ officials in consultation with the applicable DOJ component or directly conducted by the DOJ component staff. DOJ will also take into consideration the total amount of funding requested and the capacity of the tribe to manage the funds.

In addition, prior to making an award greater than the simplified acquisition threshold (currently set at \$250,000), any information about applicants that is in the designated integrity and performance system accessible through the System for Award Management (SAM) will be reviewed and considered. An applicant may review and comment on any information about the applicant in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

Past performance with DOJ grant funding will be considered in this review process. Past performance review may include a reduction in score for prior poor performance. Factors that may be included in the past performance review are whether progress reports demonstrate effectiveness of the project, whether past activities of the applicant have been limited to program purpose areas, the extent to which the applicant has adhered to all special conditions in the prior awards, the extent to which the applicant has complied with programmatic and financial reporting requirements, the extent to which the applicant has completed closeout of prior awards in a timely manner, whether the applicant has received financial clearances in a timely manner, whether the applicant has resolved any issues identified in an audit or on-site monitoring visit in a timely manner, whether the applicant has adhered to single audit requirements, and the extent to which the applicant has spent prior grant funds in a timely manner.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the head of the DOJ awarding agency component (i.e., by the head of OJP or COPS Office, as applicable), who may also give consideration to factors including applicants' prior completion of a strategic plan under a Purpose Area #2 award, prior funding history, current award balances, underserved populations, population served, geographic diversity, strategic priorities (such as expanded jurisdictional responsibilities in Oklahoma and rural areas including Alaska), past programmatic performance, **significant concerns of DOJ components**

regarding ability of the applicant to administer federal funds, and available funding when making awards.

## Federal Award Administration Information

### Federal Award Notices

CTAS award notification will be sent from JustGrants. The award acceptance process involves, signing in to JustGrants and selecting an award from “My Worklist.” The awardee will then need to open and accept the information for each tab of the “Award Details” page. Once the awardee have selected all acceptance boxes in each tab, click “Accept” to proceed. After accepting, the system will display a banner indicating that the award has been accepted. If the awardee does not want to accept the award, select the “Decline” button to proceed.

DOJ may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements, including DOJ regulations or other federal laws that will be incorporated into the award by reference or are otherwise applicable to the award. DOJ strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. More information about these requirements can be found at the [OJP Grant Application Resource Guide](#).

Please note in particular the following two documents, which applicants will accept in JustGrants at the time of application. Each details legal requirements to which applicants must provide specific assurances and certifications of compliance. Applicants may find these documents at <https://www.justice.gov/tribal/open-solicitations>.

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace [Requirements](#) (<https://www.justice.gov/tribal/open-solicitations>)
- Standard Assurances (<https://www.justice.gov/tribal/open-solicitations>)

Upon award approval, DOJ will electronically transmit the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in DOJ solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain projects may call for special requirements, terms, or conditions relating to intellectual property; data or information sharing or access; information security or audit requirements, expenditures, and milestones; or publications or



press releases. DOJ also may place additional terms and conditions on an award based on its risk assessment of the applicant or for other reasons it determines necessary to fulfill the goals and objectives of the program.

DOJ expects that all (or virtually all) DOJ awards made in FY 2021 will include, as well as the text of certain other conditions such as administrative conditions, via the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)." Prospective applicants may access and review the text of these conditions there. For applicants applying to Purpose Area 1 (COP Office), please see the FY 2020 Tribal Resources Grant Program Award Owner's Manual on the [COPS Office website](#).

As stated earlier, DOJ anticipates that it may make some awards from this solicitation in the form of cooperative agreements. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program.

Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with DOJ.

In addition to any "federal involvement" condition(s), DOJ cooperative agreement awards include a condition specifying certain reporting requirements in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with DOJ policy and guidance on conference approval, planning, and reporting.

## **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, periodic (either quarterly, annual or semi-annual, *depending on the purpose area*), progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **Federal Awarding Agency Contact(s)**

For specific federal awarding agency contact(s), please contact the Response Center at 800-421-6770 or via email at [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov). The Response Center's hours of operation are Monday–Friday from 9:00 a.m. to 5:00 p.m. ET, except U.S. Federal Government holidays (see <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2020>).

## Application Checklist

Before submitting your application, applicants should address the following:

### Eligibility

- Federally recognized Indian Tribe or
- Tribal consortium or
- Organization that is acting as the authorized designee of a federally recognized tribe (Purpose Area #6 only)

In addition to these, some purpose areas have specific eligibility criteria noted.

### Registration

- Acquire a DUNS number if applicant organization does not already have a DUNS number.
- Acquire or renew registration with the System for Award Management (SAM) database. **Note:** Applicants must update or renew their SAM registration at least once per year to maintain an active status.

### Application submission deadline

- Applications will be submitted in Grants.gov by March 16, 2021 at 11:59 pm EST. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.
- The full application will be submitted in JustGrants by March 30, 2021 at 11:59 pm EST.
- For applicants without internet access only: Contact the Response Center at 800-421-6770 no later than February 26, 2021, to discuss how to submit an application by alternative means.

**IMPORTANT NOTICE:** Each tribe or tribal consortium will be allowed only one application submission.

If a tribe or tribal consortia submits more than one application, only the final application will be considered in the review process.

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

**The application must contain:**

- Tribal Community and Justice Profile
- Purpose Area Narrative(s). Include a separate narrative for each purpose area under which the applicant is applying.
- Application Cover Sheet (Combined Project Abstract(s) document). This combined document includes a brief (500-word maximum) abstract for each purpose area under which the applicant is applying in a single document.
- Application timeline(s) document. This single attachment should contain a timeline for each purpose area applied for.
- One Budget Workbook (Demographic questions For Purpose Area #1 applicants only), including the Budget Detail Worksheet and Budget Narrative. The workbook should contain a proposed Budget Detail Worksheet and Budget Narrative for each purpose area for which funds are being requested.

Tribal Authority to Apply Documentation/Tribal Resolution (tribal consortia and designees only)

**Additional Attachments:**

- Applicant Disclosure of High Risk Status
- Applicant Disclosure of Pending Applications
- Disclosure of Lobbying Activities (if applicable)
- Indirect Cost Rate agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire (for any applicant requesting funding under Purpose Areas #2, 3, 4, 6, 8, 9)

Other attachments as necessary (letters of support, résumés, job descriptions for unfilled positions, Memoranda of Understanding).

See the Listing of Purpose Areas for specific application requirements by purpose area.

**Format for timeline:**

- See application timeline template at <https://www.justice.gov/tribal/open-solicitations>.

Note that the following supporting documents are available at <https://www.justice.gov/tribal/open-solicitations>:

- Sample application timeline template
- Table of statutory authority
- Information about the U.S. Department of Justice and the grant making offices offering funding through this solicitation
- Allowable and unallowable cost lists for COPS Office Purpose Area #1
- Acronyms and abbreviations
- FAQs