



Indian Alcohol and Substance Abuse Program: FY 2005 Competitive Grant Announcement

Eligibility

Applicants are limited to federally recognized tribal governments, including Alaska Native villages and corporations, and authorized intertribal consortia. Tribes that received FY 2003 or FY 2004 grants through this program are not eligible to apply for supplemental funding in FY 2005.

GMS Application Submission Deadline: January 27, 2005

**This deadline is firm and will not be extended.
Document upload can be time consuming; please plan accordingly.**

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

OJP administers more than \$100 million in grants to Indian Country. These programs help tribal governments address issues involving crime, violence, and substance abuse in their communities. OJP's American Indian and Alaska Native Affairs Desk and the DOJ's Office of Tribal Justice (OTJ) work to secure resources to improve law enforcement and justice systems on tribal lands.

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a range of assistance to local criminal justice strategies to make America's communities safer. BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

BJA will work with OJP's American Indian and Alaska Native Affairs Desk, OTJ, and other federal agencies and culturally appropriate organizations to maintain focus with the field and to ensure that the program's goals and objectives are achieved.

About the Indian Alcohol and Substance Abuse Program

Background

The Indian Alcohol and Substance Abuse Program was initiated in fiscal year (FY) 2002 to provide financial and technical assistance to federally recognized tribal governments to develop or enhance tribal justice systems, with a special focus on reducing crime associated with the distribution and abuse of alcohol and controlled substances. Eligibility applies to any Indian tribe, band, nation, or organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act. An authorized intertribal consortium also can apply, providing that it includes written authorization from the governing body of each member tribe with the application.

In FY 2002, BJA made awards to 25 tribal communities based on a competitive application process that involved 3 funding categories: law enforcement, treatment services, and a combined comprehensive component. Grant awards under the first two categories were up to \$175,000 each. Under the combined

component, tribes were expected to work with law enforcement, treatment providers, and key community stakeholders to develop and implement a comprehensive, systemwide strategy to control and prevent crime-related alcohol and substance abuse. Grant awards for the combined component were up to \$350,000 each. Under all three categories, program periods could not exceed 24 months.

In FY 2003 and 2004, applications focused on the development and implementation of a comprehensive strategy. Although the goals and objectives remained relatively similar, feedback from the field prompted BJA to increase grant awards to \$500,000 and extend project periods to 36 months. Of the 39 submissions that BJA received, 15 applicants (6 in FY 2003, 9 in FY 2004) received federal funding. BJA set aside resources that would allow the 24 nonrecipients to participate in the technical assistance and training offered to grantees.

Both onsite and offsite technical assistance and training are available to all grantees. Technical assistance also is provided to help grantees develop program goals and measure how well these goals are being met. Contact information and a training calendar for BJA's Indian Alcohol and Substance Abuse Program can be found on the National Tribal Justice Resource Center's web site (www.tribalresourcecenter.org).

FY 2005 Indian Alcohol and Substance Abuse Program

Funding under this competitive grant announcement is contingent on the availability and amount of FY 2005 funding for the Indian Alcohol and Substance Abuse Program.

The program focuses on planning, developing, and implementing a comprehensive strategy to control and prevent crime associated with the distribution and abuse of alcohol and controlled substances. Tribes that want to compete in the application process must link law enforcement and treatment services into a meaningful and effective strategy that they can implement over a 36-month period.

Applicants are encouraged to consider promising and research-driven approaches that enhance tribal justice when developing their applications. Information about such approaches can be found on the National Tribal Justice Resource Center's web site (www.tribalresourcecenter.org). **Tribes that received FY 2003 or FY 2004 grants through this program are not eligible to apply for supplemental funding in FY 2005.**

Essential work elements should include:

- Establishing a project advisory team, which may be either an existing or newly formed group, to plan, implement, and monitor the tribe's comprehensive strategy to control and prevent alcohol and substance abuse-related crime. (**Note:** Project advisory teams most often comprise tribal elders, elected officials, criminal justice and other service providers, and key community stakeholders.)
- Identifying, apprehending, and prosecuting those who illegally transport, distribute, and use alcohol and controlled substances in tribal communities.
- Preventing and reducing the number of alcohol- and substance abuse-related crimes, traffic fatalities, and injuries.
- Developing and enhancing partnerships among federal, state, tribal, and local law enforcement agencies.

- Establishing strategies to engage tribal and nontribal communities (as applicable) in identifying and responding to problems.
- Increasing coordination between the tribal criminal justice system and tribal support services.
- Integrating federal, state, tribal, and local services for offenders and their families.
- Creating or making available culturally appropriate treatment and/or other services.

Eligibility

The following eligibility criteria apply:

- Applicants are limited to federally recognized tribal governments, including Alaska Native villages and corporations, and authorized intertribal consortia (see 25 U.S.C. § 450b[e]).
- Under this solicitation, a tribal government or intertribal consortium may submit only one application. (i.e., a tribal government may not be a part of two applications. For example, a tribal government that is part of an intertribal consortium may NOT also submit an application for its own court.)
- Only one tribal government may serve as the applicant agency for an intertribal consortium. Eligibility is also dependent on the applicant receiving and retaining written authorization from each of its federally recognized member tribes and then certifying, in its application, that such partnership was established before this solicitation's submission deadline.
- Tribes that received FY 2003 or FY 2004 grants through this program are not eligible to apply for supplemental funding in FY 2005.

Match Requirement

The FY 2005 Indian Alcohol and Substance Abuse Program does NOT require a match. However, BJA encourages applicants to contribute cash from tribal sources and to detail in-kind contributions that support program goals and objectives under the sustainment section of their program narrative (see Selection Criteria). It is not so much the dollar amount, but the total amount of the indicated community involvement that is important. For example, in-kind contributions may be shown through the use of tribal meeting facilities or office space during or after program hours and other nontribal community meeting facilities such as churches and school gymnasiums; lay volunteers and professionals working in concert with a drug court or afterschool youth program; and relevant office equipment (e.g., computers, printers, copiers, Internet access, and recreational equipment). Also, using a tribal newsletter or public service announcements to disseminate tribal justice-related information to the community can be an in-kind service.

Note: If a position(s) is established under the program, costs associated with salary and fringe benefits may not exceed 50 percent of the amount of the grant.

Amount and Length of Awards

The application may include a request for funding within the following guidelines:

- Grants can be up to \$500,000.
- The project period must begin on or after July 1, 2005 and have an end date 36 months later.

BJA shall determine the number of awards based on available resources, the number of submissions received, criteria set forth in this solicitation, and other considerations described under Review Process.

Review Process

All applications will be peer reviewed. BJA will assess peer review results and make recommendations to the Director of BJA, who will make final award recommendations to OJP's Assistant Attorney General.

Funding decisions will be made on the basis of several criteria, including the merit and strengths of the application. Consideration also may be given for other factors including, but not limited to, geographic and regional balance. Applications that meet all eligibility requirements will be evaluated according to the Selection Criteria. Peer reviewers' recommendations are advisory only. The final award decision is made by the Assistant Attorney General. BJA will negotiate specific terms of the awards with the selected applicants.

How To Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.616, titled "Indian Country Alcohol and Drug Prevention."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system go to <https://grants.ojp.usdoj.gov>. Applications submitted via GMS must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point in this process, please call the GMS Help Desk at 1-888-549-9901.

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User? Register Here." After you have completed all of the required information, be sure to click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.
- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS

number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the governmentwide electronic portal (Grants.gov). **An application will not be considered complete until the applicant has provided a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select the "Bureau of Justice Assistance" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find "Indian Alcohol and Substance Abuse Program" and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing Overview Information

- Select the type of application your are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either "Yes" and the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."
- Click "Save and Continue."

Step 4: Completing Applicant Information

- Answer "Yes" or "No" to the question about whether or not your organization is delinquent on any federal debt.
- The rest of this page will prepopulate from the information you submitted during the registration process. Check this information for accuracy and relevance to your organization and make any needed changes.

- Click “Save and Continue.”

Step 5: Completing Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project that is either on or after **July 1, 2005** and an end date 36 months later.
- Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter the amount of the grant for which your organization is applying (no more than \$500,000) in the federal line under the “Estimated Funding” section. Enter the amount of other contributions in the appropriate lines to explain the origins of the match.
- Click “Save and Continue.”

Step 6: Uploading Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)
 1. The Budget Detail Worksheet (Attachment #1).
 2. The Program Narrative (Attachment #2).
 3. Other Program Attachments (Attachment #3).
- To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

Note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted, and no exceptions will be granted. Please plan accordingly.

- If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.
- Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”
- Read both documents. At the bottom of each one, click the “Accept” button.
- Once you have accepted both documents, enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click “Save and Continue.”

Step 8: Reviewing the SF-424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.
- When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete,” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

Note: If the applicant notifies BJA in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, BJA **may**, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline.

Attachments

Budget Detail Worksheet (Attachment #1)

The applicant must provide a budget that (1) is complete, detailed, reasonable, allowable, and cost effective in relation to the proposed activities, (2) shows the cost calculations demonstrating how the

applicant arrived at the total amount requested, and (3) provides a brief supporting budget narrative to link costs with project implementation (see below for more information regarding the budget). Please note that the budget should indicate the amount of any in-kind contributions or indirect donations to be contributed to the program.

Applicants must submit **both** a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs. **Note:** Total costs specified in the Budget Detail Worksheet must match the total amount requested.
- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, information technology/equipment, and personnel) and demonstrate that all costs are reasonable.

Pay SPECIAL ATTENTION AND RESPOND ACCORDINGLY to the following budgetary items.

Travel. Tribes must allocate at least \$20,000 **per year** over the 36-month project period (for a total of \$60,000) to cover travel and miscellaneous costs associated with attending BJA-sponsored trainings, conferences, and other meetings. Also, grant recipients must establish and maintain project advisory teams of four to seven members who will participate in cluster training seminars hosted by BJA and its technical assistance providers. Upon receiving the grant, recipients are expected to develop a training agenda in conjunction with BJA.

Funds received through this program cannot be used to travel to, attend, or participate in venues sponsored by other entities unless the grant recipient, in a timely matter, (1) coordinates their request with the technical assistance provider and (2) receives written approval from their BJA program manager.

Information Technology. If a tribe is planning to enhance its information technology system, all purchased equipment and software must be capable of supporting information sharing among justice systems and must be compliant with appropriate national standards. The OJP Justice Standards Clearinghouse provides further information (www.it.ojp.gov/jsr/intro/intro03.html).

Personnel Costs. No match is required. However, if a position(s) is established under the program and supported with BJA funds, total costs associated with salary and fringe benefits may not exceed 50 percent of the amount of the grant.

A sample budget worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP's web site (www.ojp.usdoj.gov/forms.htm).

Program Narrative (Attachment #2)

The program narrative must respond to the selection criteria (numbers 1-6) in the order given. Submissions that do not adhere to the format will be ineligible.

The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. (Please number pages “1 of 20,” “2 of 20,” etc.)

Other Program Attachments (Attachment #3)

This attachment must include the following materials:

- A project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization.
- Letters of support and commitment and memoranda of understanding, where appropriate. If letters of support cannot be uploaded as part of Attachment #3, they may be faxed to 202-354-4147 by **January 27, 2005**. The applicant must include the application number that is assigned by GMS (e.g., 2005-F001-DC-IC) on all faxed documents.

Selection Criteria

Applicants must focus on planning, developing, and implementing a comprehensive strategy to control and prevent crime associated with the illegal distribution and abuse of alcohol and controlled substances. Applicants will be evaluated and rated according to the criteria outlined below.

1. Problem Definition (15 points)

Identify the alcohol and substance abuse issues law enforcement will have to address. Describe the nature and extent of the legal and illegal purchases of alcohol and controlled substances and how these purchases contribute to the problems that the grant proposes to address. Include incident data and information about the number and types of offenses (e.g., youth, family, school, and traffic) that involve alcohol and controlled substances. Identify and discuss the types of offenses and offenders the project will address and how such cases are currently handled by the tribal criminal and juvenile justice system. Discuss the impact that alcohol and substance abuse has had on tribal roads and include data on the number of alcohol- and drug-related roadway fatalities and injuries.

In addition, identify treatment issues and offender treatment services that are available within your jurisdiction. Include (1) data and other information about the number and types of offenses that involve alcohol and controlled substances; (2) the types of treatment and integrated treatment and support services (such as Indian health services, community-based services, or others) that are currently provided; (3) the number of treatment facilities that are available; and (4) a brief discussion about the effect that alcohol and substance abuse have had on tribal lands.

2. Program Strategy (20 points)

Summarize your tribe's strategy to reduce alcohol and substance abuse and crime. Describe year 1,

year 2, and year 3 goals and objectives and how they will be accomplished. State how the essential elements, as listed in the FY 2005 Indian Alcohol and Substance Abuse Program section of this solicitation, will be incorporated into your submission. Address current law enforcement activities and partnerships that focus on alcohol and substance abuse; provide a description of your services component strategy; include current referral services, treatment, and other resources that are available to support your effort; and describe how the law enforcement and treatment services components will be coordinated.

3. Implementation Plan (20 points)

Establish a comprehensive timeline that describes each project goal, related objective and activity; identify expected beginning and completion dates; and describe how data (see Performance Measures) will be collected and managed so that reports provided to BJA are timely, thorough, and complete. Identify the individual(s) who will be responsible for collecting data.

4. Coordination (15 points)

Outline your strategy to collaborate with other tribal agencies and with state and local law enforcement agencies; federally funded drug and alcohol prevention, enforcement, and treatment programs; and federal agencies such as the U.S. Attorney's Office, the Federal Bureau of Investigation, the U.S. Drug Enforcement Administration, and the Bureau of Indian Affairs. Discuss what role they will play, if any, and whether these partnerships will be new. Include letters of support and commitment and memoranda of understanding, where appropriate. Describe your tribe's technological capabilities to communicate (e.g., e-mail, integrated justice system, Internet access, satellite telephones, and CAD system).

In addition, describe both who will be on your project advisory team and the tribal official who will be responsible for (1) managing the group's efforts and (2) serving as BJA's point-of-contact throughout the project period. Define how these members will fulfill the roles defined in your implementation plan. Include a discussion of how the community will be involved in planning and enhancing the crime control and prevention strategy.

5. Program Effectiveness and Evaluation (10 points)

Explain how the applicant will know if the program works. Describe the kind of data the tribe (or consortium) has collected and how it will guide the focus of project's planning team (see Performance Measures). Explain how the applicant will assess the impact of its efforts. A clear connection should be maintained from the proposed program strategy to the issues identified in the problem definition. Explain what will be measured, who will measure it, and how the information will be used. If available, applicants are encouraged to describe their current data collection instruments. If data are not being collected, this must be stated in the application.

6. Sustainment (10 points)

Discuss how the advisory team members and partners will identify resources (cash, in-kind, etc.) to complement this project. Outline a strategy for continuing the project when the federal grant period ends.

7. Budget and Narrative (10 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken. Applicants should demonstrate that expenses for travel, information technology, personnel, etc. follow the guidelines listed in the Budget Detail Worksheet section.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, grantees are required to collect and report data that measure the results of program performance. All applicants are required to address the outcome and process measures listed below. Grantees will be required to provide the data that will be aggregated from all the grantees to inform program performance. In addition to incorporating this information into their submission's narrative, applicants are required to address the type of information they will collect, who will collect it, the methods of collection, and how the information will be reported. Grantees also are expected to provide interim data in their semiannual progress reports and to submit project results as part of their final progress report.

Law Enforcement Program Objectives	Law Enforcement Performance Measures	Data To Be Provided By Grantees
<p>Prevention and reduction in the number of alcohol and substance-abuse related crimes, traffic fatalities, and injuries.</p>	<p>Outcome Measure: Percent reduction in the number of alcohol and substance abuse related crimes experienced (post-program results as compared to the last comparable pre-program period).</p> <p>Outcome Measure: Percent reduction in the number of highway fatalities caused by drivers under the influence of alcohol or drugs experienced (post-program results as compared to the last comparable pre-program period).</p>	<p>Number of arrests for crimes where alcohol and substance abuse was a factor for one year prior to implementation of the program.</p> <p>Number of arrests for crimes where alcohol and substance abuse was a factor during the reporting period.</p> <p>Number of prosecutions filed for crimes where alcohol and substance abuse was a factor for one year prior to implementation of the program.</p> <p>Number of prosecutions filed for crimes where alcohol and substance abuse was a factor during the reporting period.</p> <p>Number of highway fatalities where alcohol and/or drugs were found to be a contributing factor for one year prior to implementation of the program.</p> <p>Number of highway fatalities where alcohol and/or drugs were found to be a contributing factor during the reporting period.</p>
<p>Prosecution of those engaged in illegal drug and alcohol transportation, distribution, or use.</p>	<p>Output Measure: number of people prosecuted for illegal drug and alcohol transportation, distribution, or use.</p>	<p>Number of prosecutions filed for illegal drug and alcohol transportation, distribution or use during the reporting period.</p>

Development of strategies for engaging the tribal community in the identification of criminal justice responses to the problem.	Output Measure: Number of law enforcement strategic initiatives developed and implemented.	Progress Reporting on the development and/or implementation of a new strategic initiative during the reporting period.
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Treatment Services Program Objectives	Treatment Services Performance Measures	Data that the grantee will report
Reduction in the recurrence of alcohol and/or substance abuse-related crimes.	Outcome Measure: Percent reduction in the number of violations of probation resulting from arrest and/or conviction for a new crime committed by alcohol and substance abuse related offenders (post-program results as compared to the last comparable pre-program period).	Number of violations of probations resulting from a conviction for a new crime of offenses in the target population for the one year prior to program implementation Number of violations of probations resulting from a conviction for a new crime of offenses in the target population during the reporting period.
Creation or availability of culturally appropriate alcohol/substance abuse treatment services. Examples can include traditional models or approaches to healing.	Output Measure: Number of individuals receiving treatment services as a result of this program. Output Measure: Number of treatment services strategic initiatives developed and implemented.	Number of new offenders receiving treatment resources during the reporting period. Progress Reporting on new partnerships and initiatives

Submission Deadline

New GMS users must create a new account before submitting an application (see How To Apply, step 1). **Applications for this program are due by 8:00 pm, e.t., on January 27, 2005.** Faxed or mailed applications or supplemental materials will not be accepted, except as described under How To Apply.

Other Requirements

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees

in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization.

Anti-Lobbying Act

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

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

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Evaluation

Pending the availability of funds, BJA and the National Institute of Justice may identify a number of sites under the Indian Alcohol and Substance Abuse Program to participate in a national evaluation. The goal of this evaluation is to gain practical, measurable, and descriptive information and to provide feedback to interested agencies and organizations about processes and early outcomes.

Additional Information

For general information about BJA programs, training, and technical assistance, contact BJA at 202-616-6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Bob Brown, BJA Policy Office, at 202-616-3297 or robert.brown@usdoj.gov.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide/. This document governs the administration of funds by all successful applicants and their contractors.