



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Tribal Courts Assistance Program. This initiative will further the Department's efforts to assist tribes in developing, implementing, and enhancing American Indian and Alaska Native tribal judicial systems.

## **Tribal Courts and Judges Assistance Program: Technical Assistance and Training Coordination and Implementation FY 2007 Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to tribal and non-tribal for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with both demonstrated national level and onsite experience in supporting the development, implementation, and enhancement of tribal judicial systems.

(See "Eligibility," page 1)

### **Deadline**

All applications are due by 8:00 p.m. e.t. on June 28, 2007.

(See "Deadline: Applications," page 1)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Robert H. (Bob) Brown, Jr., Senior Policy Advisor, at 202-616-3297 or [robert.brown@usdoj.gov](mailto:robert.brown@usdoj.gov).

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.Gov number assigned to announcement: BJA-2007-1642**

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# **Tribal Courts and Judges Assistance Program: Technical Assistance and Training Coordination and Implementation CFDA #16.608**

## **Overview of the Tribal Courts and Judges Assistance Program: Technical Assistance and Training Coordination and Implementation**

The Tribal Courts Assistance Program (TCAP) was initially authorized under 25 U.S.C. 3681 of the Indian Tribal Justice Technical and Legal Assistance Act of 2000. Beginning in FY 2001, the program received separate authorizing legislation pursuant to 25 U.S.C. 3681(a). Administered by the Bureau of Justice Assistance (BJA) as part of the U.S. Department of Justice's Indian Country Law Enforcement Initiative, federally recognized tribal governments are eligible to participate in a competitive application process for federal resources to support the development, implementation, and enhancement of tribal judicial systems.

BJA currently works with a cadre of technical assistance providers, the TCAP Advisory Board, other Indian Country providers, and tribal and local governments to (1) promote cooperation among tribal, federal, and state courts; (2) conduct presentations and exchanges at judicial conferences; (3) engage representatives of tribal and state judiciaries in special forums and other training activities; (4) provide training scholarships to tribal representatives needing assistance to cover costs associated with travel and accommodations; and (5) design and implement a training calendar of core subjects and special topical areas.

### **Deadline: Registration**

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) register yourself as an Authorized Organization Representative (AOR), and 3) be authorized as an AOR in your organization. For more information, go to [www.grants.gov/](http://www.grants.gov/). **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

### **Deadline: Applications**

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on June 28, 2007.

### **Eligibility**

Tribal and non-tribal for-profit (commercial) organizations, non-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with both demonstrated national-level and onsite experience (in Alaska and the lower 48 states) in training tribal judges and in developing, implementing, and enhancing tribal courts/justice

systems are eligible to apply. For-profit organizations must agree to waive any profit or fees for services.

Under this solicitation, an applicant may submit only one application; it cannot submit an individual application and be part of a consortium that has submitted a separate application. In addition, for applications submitted by a consortium, one organization must serve as the applicant agency and written authorization from each consortium member must be included with the submission.

## **Tribal Courts and Judges Assistance Program: Technical Assistance and Training Coordination and Implementation-Specific Information**

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

The recipient will work closely with the Department and BJA to sustain and enhance ongoing tribal court-related programmatic efforts as authorized under 25 U.S.C. 3681(a). Activities will include:

- Managing, maintaining, and participating in the TCAP Advisory Board, which meets two to three times per year.
- Sustaining a cadre of appropriate providers to conduct a wide array of technical assistance and training activities.
- Working closely with FY 2007 TCAP award recipients and assisting them and tribal judges with court and information system assessments, providing input on developing more efficient court policies and procedures, and helping build capacity to compete for and better manage tribal justice system grants.
- Planning and conducting up to 20 training events covering core subject areas involving entry-, medium-, and advanced-level court-related courses including: Clerks Training/Certification; Tribal Administrator Training/Certification; Court Management; Adult, Juvenile, and Family Healing to Wellness Courts; Indian Child Welfare and Protection; Child Support Enforcement; Medical Evidence and Child Neglect; Firearm Disqualification Laws; Domestic/Family Violence; Incorporating Traditional Law into Tribal Courts; Establishing and Sustaining Public Trust; Judicial Writing; Conflict/Dispute Resolution; Tribal Court Response to Methamphetamine, Alcohol, and Substance Abuse; Tribal-State Comparative Law; and Traditional Law in Contemporary Courts.
- Providing speakers and conducting trainings at selected conferences and organizational meetings.
- Planning and conducting “The National Restorative Justice Conference” and the follow-up to the “Walking on Common Ground Summit.”
- Providing scholarships for up to 100 tribal representatives (including non-grantees) who are interested in attending BJA/TCAP trainings.
- Developing and delivering up to three training/briefing sessions on an *ad hoc*, BJA-assigned basis. Trainings/briefings include Office of Justice Programs (OJP)/BJA staff orientations and special presentations at national, regional, and local venues.
- Conducting distance-learning technical assistance, as appropriate, to complement classroom training.
- Developing and disseminating written materials and publications that support and complement the training sessions. Up to three new publications, determined in conjunction with BJA, shall be produced and disseminated during the project period.

## Priority Consideration

Priority consideration will be given to applicants who demonstrate:

- Substantial experience working with federal agencies, such as the U.S. Department of Health and Human Services, U.S. Department of the Interior's Bureau of Indian Affairs, and U.S. Department of Housing and Urban Development, and tribal justice representatives. This experience should include conducting assessments; accurately collecting and analyzing information; effectively communicating and collaborating with tribal organizations; and conducting post-training evaluations.
- Substantial experience working effectively with tribal court judges, court managers, tribal service providers, and tribal-affiliated national and regional agencies and organizations.
- Prior substantial experience providing technical assistance and training to tribal judges and other representatives of tribal justice systems at the national, regional, and local levels.
- Substantial experience developing a wide range of curricula and modifying training and technical assistance delivery to meet the emerging needs of tribal communities.
- Access to an established cadre of criminal justice professionals with substantial experience in Indian Country that can execute the activities associated with this solicitation.
- Ability to conduct distance learning to complement classroom training.
- Experience in both subcontracting and managing federal resources.
- Operational readiness to begin work within 45 days of receiving the grant award.

## Amount and Length of Award

One cooperative agreement for up to \$1.42 million will be awarded for a project period of 18 months.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, the applicant who receives funding under this solicitation must provide data that measures the results of their work. The successful applicant will receive performance measures specific to the award prior to the start date of the grant, and will be required to submit data during each reporting cycle as established by OJP.

## How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.608, titled "Tribal Court Assistance Program," and the funding opportunity number is BJA 2007-1642.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

## What an Application Must Include

### Standard Form 424

#### **Program Narrative (Attachment 1)**

Applicants must submit a program narrative that describes the proposed activities for the grant period and responds to the below Selection Criteria in the order given. The narrative should 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.

#### **Budget and Budget Narrative (Attachment 2)**

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf).

#### **Project Timeline, Resumes, and Letters of Support (Attachment 3)**

Attach a project timeline with each task, expected completion date, and responsible person or organization; resumes for key positions; and letters of support that outline the partners' responsibilities (if applicable).

## Selection Criteria

### **1. Statement of the Problem (15 points)**

Provide a thorough understanding of the complex issues confronting tribal court/justice systems in American Indian and Alaska Native communities. Demonstrate a cohesive and comprehensive plan for transferring knowledge about tribal courts and best practices for tribal justice systems.

### **2. Program Design and Implementation (25 points)**

Describe the goals, objectives, and deliverables for providing Tribal Courts Assistance Program training and technical assistance. Include a description of how the objectives will be achieved; a description of how the activities (see page 2) will be implemented; and a description of the training and technical assistance protocols that will be used. Identify the percentage of time that will be dedicated by the individuals/organizations responsible for the tasks (see Attachment 3).

### **3. Capabilities/Competencies (35 points)**

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the activities. Provide information that illustrates the applicant's ability to manage complex activities and have this initiative operational within 45 days receipt of the

award. Outline the organization's ability to conduct the individual activities and the organization's and staff's experience in delivering training and technical assistance to tribal representatives to plan, implement, and enhance tribal justice systems. Applicants who plan to partner with other criminal justice subject matter experts or consultants must detail the qualifications of those partners.

**4. Budget (15 points)**

Provide a budget that is complete, allowable, and cost effective (see Attachment 2).

**5. Impact/Outcomes and Evaluation (10 points)**

Describe the process for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Detail who will collect data, who is responsible for performance measurement, and how the information will be used to guide the program.

## **Review Process**

All applications will be peer reviewed. The BJA Director will then make award recommendations to OJP's Assistant Attorney General, who will make final determinations.

## **Additional Requirements**

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller *Financial Guide*.
- Suspension or Termination of Funding.

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).