



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 program furthers the Department's mission by assisting tribal jurisdictions in improving their criminal justice systems.

## **Tribal Courts Assistance Program (TCAP) FY 2008 Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to federally recognized tribal governments, including Alaska Native villages and corporations, and authorized intertribal consortia. Recipients of prior BJA Tribal Court planning grants may only apply for Category III funding. Recipients of FY 2006 or FY 2007 TCAP grants are not eligible for FY 2008 supplemental funding.

(See "Eligibility," page 1)

### **Deadline**

All applications are due by 8:00 p.m. e.t. on February 7, 2008

(See "Deadline: Applications," page 1)

### **Contact Information**

For assistance with the requirements of this solicitation, contact: Bob Brown, BJA 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-2008-1726**

**Release date: December 3, 2007**

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# Tribal Courts Assistance Program CDFA #16.608

## Overview of Tribal Courts Assistance Program

Authorized by 25 U.S.C. 3681(a), the Tribal Courts Assistance Program (TCAP) helps develop new tribal courts, improves the operations of existing tribal courts, and provides funding for technical assistance and training of tribal court staff. The program's goals are to (1) provide planning grants to develop a comprehensive strategy and implementation plan to establish a court; and (2) provide grants for an existing tribal court system to enhance tribal court services.

## 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 February 7, 2008.

## Eligibility

Pursuant to 28 U.S.C. § 524 note, applicants are limited to federally recognized tribal governments, including eligible Alaska Native villages and corporations,<sup>1</sup> and authorized intertribal consortia (see 25 U.S.C. § 450b[e]). For a recent list of federally recognized tribes see Vol. 72, No. 55, of the *Federal Register*, [pp. 13648-13652](#).

Under this solicitation, a tribal government or intertribal consortium may submit only one application—a tribal government may not be part of two applications—and only one tribal government may serve as the applicant agency for an intertribal consortium.

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<sup>1</sup> In Alaska, funds awarded through this program to the tribes listed below may not be used for courts or law enforcement officers for a tribe or village, pursuant to Public Law 108-199 § 112(a)(1): (1) tribes in which fewer than 25 Native members live in the village year round; and (2) tribes that are located within the boundaries of the Fairbanks North Star Borough, the Matanuska Susitna Borough, the Municipality of Anchorage, the Kenai Peninsula Borough, the City and Borough of Juneau, the Sitka Borough, or the Ketchikan Borough.

All applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Recipients of prior BJA Tribal Court planning grants may only apply for Category III funding. Recipients of FY 2006 or FY 2007 TCAP grants are not eligible to apply for FY 2008 supplemental funding.

## **TCAP-Specific Information**

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

TCAP helps develop new tribal courts, improves the operations of existing tribal courts, and provides funding for technical assistance and training of tribal court staff.

For information on tribal courts and training, visit the National Tribal Justice Resource Center's web site at [www.tribalresourcecenter.org](http://www.tribalresourcecenter.org).

### **Award Categories**

Tribes may submit a TCAP application in one of three categories below. All applicants are encouraged to identify and plan system improvements to increase the tribe's (or tribes') capacity to collect and share court-related system data.

#### **CATEGORY I: PLANNING AND IMPLEMENTING AN INTERTRIBAL COURT SYSTEM FOR SMALLER POPULATIONS. Grant maximum: \$200,000.**

Applicants from consortia of tribal governments—at least two per consortium—each serving a population of less than 1,000 to plan, develop, and implement a new tribal court system. Funds may be used to facilitate the development and initial implementation of an intertribal court system to meet the needs of more than one tribe in the same geographic region. Should distances and/or inhospitable terrain adversely impact the development of a collaborative partnership for TCAP, tribes serving populations of less than 1,000 may apply as a single entity by including this justification in their applications.

#### **CATEGORY II: PLANNING AND IMPLEMENTING A SINGLE-TRIBE COURT SYSTEM. Grant maximum: \$200,000.**

Applicants from tribal governments serving populations of 1,000 or greater for the development and initial implementation of a tribal court.

#### **CATEGORY III: ENHANCING THE OPERATION OF TRIBAL COURTS.**

Applicants from tribal communities of any size to enhance the operation of existing tribal courts, including, but not limited to: establishing a core structure for a tribal court, improving case management, training court personnel, developing civil and criminal code, acquiring equipment and software, enhancing prosecution and indigent defense, supporting probation diversion and alternative sentencing, designing services and multidisciplinary protocols for juvenile victims of physical and sexual abuse, and structuring intertribal or tribal appellate systems. Category III awards will be awarded under two tiers: 1) tribes and tribal consortia serving populations of less

than 5,000 (grant maximum: \$150,000); and 2) tribes serving populations of 5,000 or more (grant maximum: \$175,000). Applicants under both tiers must include information about their current operating budget and dockets to support the requested funding.

**Length of Awards**

The minimum project period for TCAP awards is 24 months. The project start date should be on or after September 1, 2008 and end 24 months later.

**Performance Measures**

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b>Program Objectives</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Develop or enhance court capacity.	<p><b>Intermediate Outcome Measure:</b> Average percent increase over the prior year in the number of cases handled by courts receiving enhancement or continuing operations grant awards.</p> <p><b>Output Measure:</b> Number of new single-tribe or intertribal courts established.</p> <p><b>Output Measure:</b> Total number of cases handled.</p> <p><b>Output Measure:</b> Number of full-time equivalent (FTE) judicial positions created or funded under the grant award.</p> <p><b>Output Measure:</b> Number of other FTE positions created or funded under the grant award.</p>	<p>Number of cases filed in the court in the year prior to implementation.</p> <p>Progress reporting on the implementation of the program.</p> <p>Number of cases filed in the court during the reporting period.</p> <p>Number of judicial positions created as a result of the grant during the reporting period.</p> <p>Number of nonjudicial court positions created as a result of the grant during the reporting period.</p>
Increase or enhance integration of tribal justice information systems.	<p><b>Intermediate Outcome Measure:</b> Percentage of established single-tribe or intertribal courts that are equipped with functioning information systems.</p> <p><b>Intermediate Outcome Measure:</b> Percentage of established single-tribe or intertribal courts that actively support information sharing with justice systems in accordance with national standards.</p>	<p>Progress reporting documenting the establishment of a functioning information system.</p> <p>Progress reporting documenting information sharing between court agencies and/or jurisdictions, consistent with national IT standards set by BJA.</p>

## 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.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**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-2008-1726.

**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):** The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) in the order given. On page 1 of the program narrative, indicate which category (Category I: Planning and Implementing an Intertribal Court System; Category II: Planning and Implementing a Single-Tribe Court System; or Category III: Enhancing the Operation of Tribal Courts) you are applying for. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages “1 of 10,” “2 of 10,” etc. Submissions that do not adhere to the format will be deemed ineligible.

**Budget and Budget Narrative (Attachment 2):** Applicants must provide a budget that is allowable and reasonable. 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). Of special note:

- **Travel:** Tribes must allocate at least at least 10 percent of the maximum award amount to cover travel and costs for attending OJP and BJA trainings, such as the Tribal Justice and Safety, Consultation, Training & Technical Assistance Sessions.
- **Personnel:** If a position under TCAP is supported with BJA funds, total costs associated with salary and fringe benefits may not exceed 50 percent of the federal grant amount.
- **Information Technology:** Equipment and software purchased with BJA funds must be capable of supporting information sharing among justice systems and compliant with appropriate national standards (see [www.it.ojp.gov/jsr/intro/intro03.html](http://www.it.ojp.gov/jsr/intro/intro03.html) for details).

**Project Timeline and Position Descriptions (Attachment 3)**

Attach a *Project Timeline* with each project goal, related objective, activity, expected completion date, and responsible person or organization, and *Position Descriptions* for key positions.

**Selection Criteria: Categories I and II**

**1. Statement of the Problem (15 percent out of 100)**

Identify the population the court will serve; the geographic area covered; and socioeconomic data, if available. Applicants unable to obtain this data must offer a detailed justification for the lack of the data, and provide alternative information to support the identified problem. Identify the problems the proposal addresses and the commitment of the tribe(s) to resolve the problems. Identify civil, juvenile, and criminal caseloads the project will address. Include, as applicable, information about violent crimes, property crimes, domestic violence, child welfare, juvenile offenses, alcohol and substance abuse, and other priority crimes. Applicants for intertribal grants must list all federally recognized tribal partners and provide a resolution or equivalent enactment from the tribes certifying their participation in the project. The applicant should provide a community assessment of the problem(s) outlined.

**2. Program Design and Implementation (30 percent out of 100)**

Describe Year 1 (planning/development) and Year 2 (implementation) goals and objectives and how they will be accomplished. Detail the proposed court's purpose, structure, and operation, as well as the commitment of the tribal partners and strategy the tribe(s) will take to ensure coordination of services with elected tribal leaders, law enforcement, corrections, treatment providers, and the community. The applicant, whether Category I or II must establish an advisory team for the project. The advisory team should include a well-rounded representation of the tribal criminal justice system including, but not limited to: elected tribal leaders, judge(s)/court personnel, law enforcement, corrections/community corrections, jail, clerk of court or other such representative, treatment services, and the community. Explain how team members' will support the implementation plan, and ensure that appropriate personnel attend and participate in TCAP-sponsored trainings. Briefly discuss system improvements to increase the tribe's (or tribes') capacity to collect and share court-related system data.

**3. Capabilities/Competencies (25 percent out of 100)**

Establish a comprehensive timeline for Years 1 and 2 that describes each project goal, objective, and activity. Identify expected beginning and completion dates; and discuss how data from performance measures will be collected and managed for timely and complete reporting to BJA. Identify the individuals who will be responsible for collecting data. Briefly describe how each task will help develop the tribe's justice system. The response should complement and further clarify Attachment 3.

**4. Budget (10 percent out of 100)**

Provide a proposed budget that is complete, includes allowable costs, and is fully justified based on the proposed project (as Attachment 2).

**5. Impact/Outcomes, Evaluation, and Sustainment (20 percent out of 100)**

Explain how the tribe(s) will know if the program works. Describe how data will be collected to support the program and how it will be assessed to measure the impact of proposed efforts. Explain what will be measured, who is responsible for performance measures, and how the information will be used. Outline a strategy for sustaining the project when the federal grant ends.

## **Selection Criteria: Category III**

**1. Statement of the Problem (15 percent out of 100)**

This is an enhancement grant, and the applicant needs to clearly identify the problems which the enhancement(s) will address, and the tribe's commitment to resolve these problems. Identify and discuss the historic caseload and offenses the project will address. Describe the operation and costs of the current tribal court, including staffing patterns and services. Include information about violent crimes, property crimes, domestic violence, child welfare, juvenile offenses, alcohol and substance abuse, and other priority crimes. Indicate the tier (I or II) under which the application should be considered.

**2. Program Design and Implementation (30 percent out of 100)**

Describe Year 1 and Year 2 goals and objectives and how they will be accomplished through the proposed enhancement of services. The proposed enhancements must be clearly defined and their purpose described. Detail the proposed court's purpose, structure, and operation, as well as the strategy the tribe will take to ensure coordination of services with law enforcement, corrections, treatment providers, and the community. The applicant must establish an advisory team for the project. The advisory team should include a well-rounded representation of the tribal criminal justice system including, but not limited to: elected tribal leaders, judge(s)/court personnel, law enforcement, corrections/community corrections, jail, clerk of court or other such representative, treatment services, and the community. Describe the project advisory team and who will serve as BJA's point of contact. Explain how team members will support the implementation plan, and ensure that appropriate personnel attend and participate in TCAP-sponsored trainings. Briefly discuss system improvements to increase the tribe's (or tribes') capacity to collect and share court-related system data.

**3. Capabilities/Competencies (25 percent out of 100)**

Establish a comprehensive timeline that describes each project goal, objective, and activity. Identify expected beginning and completion dates; and discuss how data from performance measures will be collected and managed for timely and complete reporting to BJA. Identify the individuals who will be responsible for collecting data. Briefly describe how each task will



help develop the tribe's justice system. The response should complement and further clarify Attachment 3.

**4. Budget (10 percent out of 100)**

Provide a proposed budget that is complete, includes allowable costs, and is fully justified based on the proposed project (as Attachment 2).

**5. Impact/Outcomes, Evaluation, and Sustainment (20 percent out of 100)**

Explain how the tribe will know if the program works. Describe how data will be collected to support the program and how it will be assessed to measure the impact of proposed efforts. Explain what will be measured, who is responsible for performance measures, and how the information will be used. Outline a strategy for sustaining the project when the federal grant ends.

## **Review Process**

All applications will be peer reviewed. The BJA Director will then make award recommendations to the Office of Justice Programs' 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).