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The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Statistics (BJS) is pleased to announce that it is seeking applications from tribal jurisdictions to receive funding under the 2007 Tribal Criminal History Record Improvement Program (T-CHRIP).

This program furthers the Department's mission to enhance the crime fighting and criminal justice capabilities of Tribal governments by improving the accuracy, utility, and interstate accessibility of tribal criminal history records; enhancing automated identification systems, records of protective orders involving domestic violence and stalking, sex offender records, DWI/DUI conviction information; and integrating with other State and Federal systems for background checks.

## **2007 Tribal Criminal History Record Improvement Program (T-CHRIP) Solicitation**

### **Eligibility**

Applications for funds may be submitted by both profit-making and nonprofit organizations. The T-CHRIP application must be submitted by the agency or organization designated by the Tribal Council or Governor to administer the program. Tribes may choose to submit applications as part of a multi-tribal consortium or other entity.  
(See more information in "Eligibility" section on page 4)

### **Deadline**

All applications are due by 8:00 p.m. eastern time on March 29, 2007.  
(See "Deadline: Applications," page 4)

### **Contact Information**

For assistance with the programmatic requirements of this solicitation, contact Steven W. Perry, Statistician, Bureau of Justice Statistics, at 202-307-0765 or [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include T-CHRIP07 in the subject line.

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.

**2007-BJS-1576**

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# **FY 2007 Tribal Criminal History Record Improvement Program (T-CHRIP) Solicitation CFDA Number 16.734**

## **OVERVIEW**

The Bureau of Justice Statistics (BJS) is providing this notice to announce the continuation of the criminal history record improvement program in Indian Country. The Tribal Criminal History Record Improvement Program (T-CHRIP) will provide support to Federally-recognized tribes and State criminal records repositories to promote participation in and improve data sharing between Tribal, State, and national criminal records systems.

### **Program Goals:**

The long term goal of the T-CHRIP program is to improve public safety in Indian country by enhancing the quality, completeness, and accessibility of criminal history record information and by facilitating the implementation of criminal justice and noncriminal justice background check systems.

Achieving this goal is contingent upon accomplishing four objectives:

- 1) Providing direct financial and technical assistance to the tribes to improve criminal records systems and other related systems which support background checks for criminal justice and authorized noncriminal justice purposes;
- 2) Ensuring the infrastructure is developed which allows connection of each tribe's record systems to State and/or FBI records systems and other tribes' criminal records databases;
- 3) Providing the necessary training and technical assistance to tribes needed to ensure that records systems developed and managed conform to State and FBI standards, utilize the most appropriate technologies, and adhere to the highest standards of practice with respect to privacy and confidentiality; and,
- 4) Effectively assessing and measuring, through systematic evaluation and standardized performance measurement and statistics, the extent of progress in implementing improvements in tribal and national records holdings and criminal records sharing.

The T-CHRIP program serves as an umbrella program for various records improvement activities and objectives in Indian country. BJS is authorized to issue this solicitation under the Omnibus Crime Control and Safe Streets Act of 1968, Section 302, as amended, 42 U.S.C. 3732.

## **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 that 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 by 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 may prohibit submission of a grant application through Grants.gov.**

## **Deadline: Application**

The due date for applying for funding under this announcement is **March 29, 2007, 8:00 p.m.** eastern time.

## **Eligibility**

Both profit-making and nonprofit organizations may apply for funds. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

The T-CHRIP application must be submitted by the agency or organization designated by the Federally-recognized Tribal Council/or Governor to administer the program. Tribes may choose to submit applications as part of a multi-tribe consortium.

**Faith-Based and Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as 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 for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

## **Project Specific Information**

The Bureau of Justice Statistics (BJS) is providing this notice to announce the 2007 Tribal Criminal History Record Improvement Program (T-CHRIP), which will provide support to Federally-recognized tribes and State criminal records repositories to promote participation in and improve data sharing between tribal, State, and national criminal records systems.

Criminal records are a chronological history describing offenders and their contacts with the criminal justice system. Such records include offender fingerprint identification and notations of arrest and subsequent dispositions. Criminal record systems are dependent on up-to-date automated fingerprint identification systems to ensure that transactions are accurately identified to the proper individual and to ensure that such records can be reliably linked across jurisdictions in a timely manner.

FY 2007 priorities include:

- 1) Establish the infrastructure to support full participation in the Interstate Identification Index (III);
- 2) Support tribal law enforcement access to automated fingerprint record systems for background checks and other purposes focusing on the use of fingerprint based systems of records;
- 3) Purchase and/or support installation of electronic Livescan fingerprinting equipment that conforms to FBI standards (See FBI products certified for compliance with the FBI’s Integrated Automated Fingerprint Identification System (IAFIS) image quality specifications <<http://www.fbi.gov/hq/cjisd/iafis/cert.htm>>);
- 4) Implement technology to support the automated transfer of fingerprint data to State record systems and the FBI’s IAFIS; or
- 5) Implement electronic record systems to capture and share domestic violence protection orders, driving while intoxicated (DWI) or driving while under the influence (DUI) convictions, and tribal sex offender records with State and/or Federal record systems.

## **Scope of Work**

The FY 2007 T-CHRIP will assist tribes to improve the accuracy, completeness, and interstate availability of criminal history records by automating the capture and reporting of fingerprints and arrest records to tribal, State, and national databases.

The allowable program priority costs are detailed below. All expenses are allowable only to the extent that they directly relate to the project described in the application's program narrative.

Allowable costs include:

(1) **Record automation.** Conversion of manual fingerprint records to electronic records which conform to FBI specifications and requirements (i.e., scanning inked fingerprint cards into an AFIS system). Funds may also be used to: automate arrest records; update arrest records with court disposition information; automate protection and/or restraining order records; automate DWI/DUI conviction information; automate sex offender records; and, automate the transmission of tribal records to State and national files.

(2) **AFIS/Livescan.** Funds may be used to support the implementation of an automated system for capturing fingerprint files and transmitting fingerprint images.

T-CHRIP awards may be used to purchase equipment, develop procedures, and implement protocols related to activities involving the AFIS, State repository, and the operation of the offender registry. This may include purchase of Livescan equipment for relevant agencies. Where funds are to be used for this purpose, the applicant should demonstrate that funds can be justified on the basis of geographic, population, traffic, or other related factors. Livescan can only be purchased where the State has established an AFIS and either has implemented or is implementing procedures to ensure that the AFIS is compatible with FBI standards. Systems funded under the T-CHRIP must be compatible with FBI standards for national data systems, including the National Incident-Based Reporting System (NIBRS), National Crime Information Center (NCIC-2000), National Instant Criminal Background Check System (NICS), Integrated Automated Fingerprint Identification System (IAFIS), and related national systems.

(3) **Training and participation in seminars.** Limited funds may be used to cover costs of training and participation in State, regional, or national meetings (including travel, where necessary) on the uses and implementation of AFIS/Livescan.

(4) **Technical Assistance.** BJS staff will assist tribal authorities with their technical assistance needs and requirements. BJS currently utilizes a national technical assistance contractor who will be available to consult with tribal authorities upon approval by BJS.

### **Funding Information**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Based on the availability of funds, BJS anticipates making multiple awards in FY 2007.

## Match Requirements

A grant made by BJS under this solicitation may account for up to 100 percent of the total cost of the project. Applicants must indicate whether it is feasible to contribute cash, facilities, or services as non-Federal support for the project. Applicants should identify generally any such contributions that they expect to make, and the proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

## Performance Measures

These measures are consistent with BJS’s overall performance measures for data collection activities. This project supports OJP Strategic Goal 1: *1.2 To enhance the capabilities of jurisdictions to share information; and 1.3 To increase the availability and use of technological resources for combating crime*, by improving the accuracy, utility, and interstate accessibility of tribal criminal history records.

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 measure the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Indicators to Assess Performance</b>
<p>1. Improve tribal criminal history record systems in Indian Country to support background checks for the purposes of identifying –</p> <ul style="list-style-type: none"> <li>- ineligible firearms purchasers,</li> <li>- persons ineligible to hold positions involving children, the elderly, or the disabled,</li> <li>- persons convicted of domestic violence, sexual offenses, and DWI/DUI offenses.</li> </ul>	<p>1. Improve the quality, timeliness, and immediate accessibility of tribal criminal history records.</p>	<p>1.1 Number of tribal criminal history records, manual and automated.</p> <p>1.2 Number of ink or manual fingerprint records to be automated within scheduled project period.</p> <p>1.3 Number of fingerprint records captured and/or automated through Livescan.</p> <p>1.4 Number of tribal AFIS/Livescan fingerprint records accessible through NICS, III, and NCIC.</p>
<p>2. Ensure that the infrastructure is developed</p>	<p>2. Increase tribal participation in State and/or</p>	<p>2.1 Number of automated interfaces between tribal</p>

to connect each tribe's records systems to State and/or FBI records systems and other tribes.	FBI records systems to improve completeness of records submission.	and State or Federal IAFIS records.  2.2 Number of purchased and successfully installed Livescan fingerprint record systems.  2.3 Number of persons trained on AFIS/Livescan equipment.
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## 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 **16.734**, titled "2007 Tribal Criminal History Record Improvement Program (T-CHRIP)," and the funding opportunity number is 2007-BJS-1576.

**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 <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

## What an Application Must Include

When applying for Federal funding, applicants must provide the following:

- Standard Form 424**
- Program Narrative**
- [Budget Detail Worksheet and Budget Narrative](#)**
- Indirect Cost Rate Agreement *(if applicable)***



- Applicant must complete the online Application for Federal Assistance (SF-424), a standard form that most Federal agencies use.

### **Project and Budget Related Attachments**

- The Project Narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed timeline for project activities, a description of the survey methodology to be used, including defined geographic boundaries, data collection method, data entry, and data documentation procedures. **Please note that as part of the narrative, applicants must include a detailed estimate of the number of ink fingerprint and/or domestic violence, sex offense, and DWI/DUI records currently held locally, as well as the number to be automated by the completion of the project period.**
- The Budget Detail Worksheet may be found through the Internet at [http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf), OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds and contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP website at <http://www.ojp.usdoj.gov/FinGuide>. If you have any questions, please contact the OJP Office of the Comptroller's Customer Service Center at 1-800-458-0786.
- Applicants that do not have a Federally negotiated indirect cost rate and wish to establish one, may submit a proposal to their "cognizant" Federal agency. In general, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal can be obtained at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

**Other Attachments.** The following required documents must be submitted as file attachments:

- 1) Tribal council/leadership approval letter or resolution authorizing participation in the T-CHRIP;
- 2) Letter of support from the State criminal justice repository and/or the State's National Criminal History Improvement Program agency;
- 3) Letter of recommendation/nomination of the "AFIS Administrator" and "alternate" from Chief of Police/Corrections depending on the intended recipient facility; and,

4) Information on key staff includes a staff loading chart, by task and contract year, showing the role and number of hours (per year) committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the grant; and an identification by name of all key personnel with decision making authority.

- **Assurances and Certifications.** Applicants are required to submit as an attachment signed copies of these assurances and certifications electronically through Grants.Gov. It is critical that the name, address, telephone number, fax number, and e-mail address of the authorizing official on these online forms are correct. These forms can be obtained on OJP's funding page at <http://www.ojp.usdoj.gov/forms.htm>.

(1) **Assurances.** The applicant must comply with the assurances in order to receive Federal funds under this program. It is the responsibility of the recipient of Federal funds to fully understand and comply with these requirements. Failure to comply may result in withholding of funds, termination of the award, or other sanctions.

(2) **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.** This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)."

## Selection Criteria

The FY 2007 T-CHRIP seeks to encourage tribal prioritization of those tasks which will most improve tribal participation in electronic fingerprint submission to State and national criminal records systems. Tribal Criminal History Record Improvement Program selection will be based on the following factors:

### (1) Statement of the Problem as described in the Program Narrative

- The application proposes to address one or more of the priorities identified.

### (2) Project/Program Design and Implementation

- the technical feasibility and the extent to which the proposal appears reasonable in light of the tribe's current level of system development and policy on information sharing;
- the extent to which the tribal agency demonstrates a commitment to automate and update criminal history, arrest, and court disposition records;
- the extent to which the tribal agency demonstrates a commitment to electronic fingerprint record improvement;

- the extent to which the applicant recognizes the role of the courts in ensuring complete records and proposes improvements in the transmittal of fingerprint information for posting to the State and national criminal record systems; and,
- the extent of coordination and cooperation between the proposed activities and State and Federal records systems.

### **(3) Capabilities/Competencies**

- a tribal council/leadership approval letter or resolution authorizing participation in the Tribal Criminal History Record Improvement Program;
- a letter of support and/or cooperation from the appropriate State criminal justice repository and/or the State agency administering the National Criminal History Improvement Program; and,
- commitment to implement an electronic fingerprint identification system which meets the specifications and requirements of the FBI and to share tribal criminal history data with State and national data systems.

### **(4) Budget**

- reasonableness of the budget and the administrative processes for managing the budget; and,
- the extent to which funds will support/enhance tribal participation in State AFIS and other related national IAFIS records systems maintained by the FBI.

### **(5) Impact/Outcomes and Evaluation**

- the extent to which proposed project(s), by virtue of the Tribal's record numbers, levels of technical development, or operating procedures, will have a significant impact on availability of records.

## **Review Process**

Applications will be reviewed competitively with the final award decision made by the Director of BJS. The applicant will be evaluated based on the requirements provided under the Selection Criteria.

## **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 *[hyperlink]*
- Suspension or Termination of Funding

### **Tribal Criminal History Record Improvement Program Application Checklist**

The T-CHRIP application must be submitted by the tribe or agency designated by the Tribal Council/or Governor to administer the program. Tribes may choose to submit applications as part of a multi-tribe consortium. The tribe must operate a police department, court, jail, detention facility or other criminal justice agency.

\_\_\_\_\_ Includes tribal council/leadership approval to participate in the Tribal Criminal History Record Improvement Program, as evidenced by a letter of approval on letterhead. The tribal letter of support can be scanned and included as an attachment or, if not possible, faxed to the attention of Steven W. Perry at (202) 616-1351;

\_\_\_\_\_ Includes a letter of support and/or cooperation from the appropriate State criminal justice repository and/or the State agency administering the National Criminal History Improvement Program (see <http://www.ojp.usdoj.gov/bjs/nchipadd.htm> for a listing of agencies in each State). The letter of support and cooperation can be scanned and included as an attachment or, if not possible, faxed to the attention of Steven W. Perry at (202) 616-1351;

\_\_\_\_\_ Agrees to implement an electronic fingerprint identification system which meets the specifications and requirements of the FBI and to share tribal criminal history data with State and national data systems. Tribes will be solely responsible for any maintenance or subscription fees to connect to State systems where applicable.

**Applicant needs to demonstrate ability to assume these recurring costs independent of the grant;**

\_\_\_\_\_ Agrees, where applicable based on request, to acquire and implement, automate, and maintain tribal databases and policies for persons ineligible to purchase or possess firearms; those convicted of domestic violence and/or sexual offenses; and DWI/DUI offenders;

\_\_\_\_\_ Agrees to provide information on current tribal criminal fingerprint records and/or court disposition records, (e.g., how many manual records), where available, when describing the specific tasks to be achieved under the grant; and,

\_\_\_\_\_ Agrees to respond in a timely manner to informational requests and formal evaluations or training workshops sponsored by BJS.

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).**