

# Tribal Criminal History Record Improvement Pilot Program



The Bureau of Justice Statistics (BJS) is providing this notice to announce a criminal record improvement pilot program in Indian Country; identify the pilot program priorities; and provide information on application requirements.

**DATE:** April 22, 2005

## **2005 Tribal Criminal History Record Improvement Pilot Program**

The Bureau of Justice Statistics (BJS) is providing this notice to announce the 2005 Criminal History Record improvement Pilot Program in Indian Country. The Tribal Criminal History Record Improvement Pilot 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 and 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.

### **Program goals**

The 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 non-criminal 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.

## **Program priorities**

The FY 2005 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 T-CHRIP is designed to improve the ability of tribes to better identify individuals for both criminal justice and noncriminal justice purposes including persons convicted of serious crimes occurring in Indian country either by tribal or other law enforcement; ineligible to hold positions involving children, the elderly, or the disabled; subject to protection orders or wanted for violation of protection orders, arrested, or convicted of stalking and/or domestic violence; ineligible to be employed or hold licenses for specified positions; ineligible to purchase firearms; or potentially presenting threats to public safety.

### **FY 2005 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/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 image quality specifications <<http://www.fbi.gov/hq/cjisd/iafis/cert.htm>>); and
- (4) Implement technology to support the automated transfer of fingerprint data to State record systems and the FBI's Interstate Automated Fingerprint Identification System (IAFIS).

## **Funding**

The FY 2005 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. It is anticipated that multiple awards will be granted in FY 2005.

## Eligibility requirements

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.

## Qualified Applicants must–

- (1) Have a tribal operated law enforcement agency (i.e. police department, jail and/or detention facility);
- (2) Have tribal council/leadership approval (letter of support) to participate in the Tribal Criminal History Record Improvement Pilot Program. The tribal letter of support can be scanned and included as an attachment through the Office of Justice Programs' (OJP) Online Grants Management System (GMS) (see guidance on using GMS on page 10) or, if not possible, faxed to the attention of Steven W. Perry at (202) 616-1351;
- (3) Agree to implement an electronic fingerprint identification system which meet the specifications and requirements of the FBI and to share tribal criminal history data with State and national data systems agencies. 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;***
- (4) Include a letter of support and cooperation from the appropriate State criminal justice repository and/or the State's National Criminal History Improvement Program agency (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 in GMS or, if not possible, faxed to the attention of Steven W. Perry at (202) 616-1351;
- (5) Agree to provide information on current tribal criminal fingerprint records (e.g. how many manual records), where available, when describing tasks to be achieved under the pilot program; and
- (6) Agree to respond in a timely manner to informational requests and formal evaluations sponsored by BJS.

## Review criteria

Full funding may not be possible for all proposed activities. Allocation of funds will be based on the availability of federal funds, amount requested, and the following factors:

- the extent to which funds will support/enhance tribal participation in State AFIS and other related national IAFIS records systems maintained by the FBI;
- 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 tribe demonstrates a commitment to electronic fingerprint record improvement;
- reasonableness of the budget and the administrative processes for managing the budget;
- appropriate focus on criminal history record improvements including improved identification of individuals;
- 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.

### **Allowable Pilot Program Costs**

The FY 2005 targeted 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 or other non-automated fingerprint records to electronic records in a format which conforms to FBI specifications and requirements (i.e. scanning ink fingerprint cards into an AFIS system).

(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.

### **Application Requirements**

The Office of Justice Programs (OJP) requires that funding applications be submitted through the OJP Grants Management System (GMS) (see page 11). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of funding requests. Applications will only be accepted through the GMS online application system.

To begin the online application process, please refer to the Quick-Start Guide to using the Office of Justice Programs' Online Grants Management System (GMS). A toll-free telephone number (1-888-549-9901) provides applicants with technical assistance.

### **Application submission due date**

Applications may be submitted at any time after publication of this announcement. Applications and accompanying documents must be received by May 26, 2005 to be eligible for funding in FY 2005. Awards are expected to be made on or before **July 1, 2005**.

### **Award period**

Awards will be made for up to 12 months. Since the program builds on long-term activity, tribes will begin funded activities immediately upon award. All proposed activities must be scheduled to be completed by **July 1, 2006**.

## Performance measurement

To ensure compliance with the Governments Performance and Results Act (GPRA), Public Law 103-62, this program announcement notifies applicants that they are required to provide performance data used to measure the results of the program. The T-CHRIP will continually assess the status of tribal record-holdings and Indian Country participation in national records systems. BJS requires applicants to provide data to measure progress and achievements of the program through various mechanisms.

To ensure accountability of these data, for which OJP/BJS is responsible, the following performance measures are provided:

Program Objectives	Performance Measures	Data to be Provided by Grantees
<p>Improve tribal criminal history record systems in Indian Country to support background checks for the purposes of identifying ineligible firearms purchasers, as well as persons ineligible to hold positions involving the children, the elderly, or the disabled.</p>	<p>Improve the quality, timeliness, and immediate accessibility of tribal criminal history records</p>	<p>Number of tribal criminal history records, manual and automated</p> <p>Number of ink or manual fingerprint records to be automated within scheduled project period</p> <p>Number of fingerprint records captured and/or automated through Livescan</p> <p>Number of tribal AFIS/Livescan fingerprint records accessible through NICS, III, and NCIC, and the State criminal record repository</p>
<p>Ensure that the infrastructure is developed to connect each tribe's records systems to State and/or FBI records systems and other tribes' criminal records databases.</p>	<p>Increase tribal participation in State and/or FBI records systems to improve completeness of records submission and achieve full reporting</p>	<p>Number of automated interfaces between tribal and State or Federal IAFIS records</p> <p>Number of purchased and successfully installed Livescan fingerprint record systems</p> <p>Number of persons trained on AFIS/Livescan equipment, operation, and maintenance</p>

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

***Applicant Information***

Type of applicant  
Employer Identification Number (EIN)  
Organization unit  
Legal jurisdiction name  
Address  
Contact person and phone number  
DUNS number

***Project Information***

Title of project  
Areas affected by project  
Proposed project period of performance  
Estimated funding request  
Congressional District

Please check the *Initial Award* box when completing your application.

**Attachment 1 - Budget detail worksheet and budget narrative.** The detailed budget includes salaries of staff involved in the project and the portion of those salaries to be paid from the award, fringe benefits paid to each staff person, travel costs, supplies required for the project, sub-contractual agreements, and other allowable costs (an example of a Budget Detail Worksheet is available online at [www.ojp.usdoj.gov/Forms/budget.pdf](http://www.ojp.usdoj.gov/Forms/budget.pdf))

**Attachment 2 - Project Narrative.** 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 time line for project activities, a description of the methodology (i.e. acquiring estimates, assessments, and proposed vendor information) to be used including defined geographic boundaries, data collection sites, ink records automation, and proposed documentation and policy procedures.

**Please note that as part of the narrative, applicants must include a detailed estimate of the number of ink fingerprint records currently held locally, as well as the number to be automated by the completion of the project period.**

**Additional Attachments - Other Program Requirements.** The following required documents should be submitted as file attachments:

- 1) a tribal council/leadership approval letter of support to participate in the 2005 T-CHRIP;



2) a letter of support from the State criminal justice repository and/or the State's National Criminal History Improvement Program agency; and

3) a letter of recommendation/nomination of the "AFIS Administrator" and "alternate" from Chief of Police/Corrections depending on the intended recipient facility.

The letter(s) of support and cooperation can be scanned and included as attachments in GMS or, if not possible, faxed to the attention of Steven W. Perry at (202) 616-1351.

**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.

**Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.** Applicants are required to review and check the box on the certification form included in their online application. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)."

**Please note that it is critical that the name, address, telephone number, fax number, and e-mail address of the authorizing official are correct on these online forms.**

## **Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)**

**Step 1.** Using an established Internet account, go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. Note: Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

**Step 2.** Click on "Logon to the Grants Management System (GMS)."

**Step 3.** Follow the on-screen instructions. First time users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-in." Proceed to the FY 2005 BJS T-CHRIP Announcement, and begin working on it. Applicants will receive e-mail confirmation from BJS that they are eligible to submit an application within 7 days.

***Plan ahead.*** Applicants can register at any time and are encouraged to do so as soon as possible. ***Please note*** that applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

**Step 4.** Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

**Step 5.** Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application checklist on the previous page and application requirements in the Program Announcement for detailed instructions about the information to include in each of these attachments.) ***Please note that applicants must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as part of the application.*** All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to BJS and provide an application identification number for future reference.

***Questions or Problems:*** Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901.

**Application Checklist**  
**FY 2005 Tribal Criminal History Record Improvement Pilot Program**

All applications must be electronically submitted through the Office of Justice Programs' Grants Management System (GMS), which can be accessed at <http://www.ojp.usdoj.gov/fundopps.htm>. Please use this checklist to make sure your application is complete. Your GMS application must include:

**Online Forms**

- \_\_\_\_\_ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the on-screen Overview, Applicant Information, and Project Information screens in GMS.
  
- \_\_\_\_\_ **Assurances and Certifications.** The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

**Attachments (3)**

- \_\_\_\_\_ **Budget Detail Worksheet and Budget Summary (Attachment #1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs. A Budget Summary should also be included.
  
- \_\_\_\_\_ **Program Narrative (Attachment #2).** 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 time line for project activities, a description of the methodology (i.e. acquiring estimates, assessments, and proposed vendor information) to be used including defined geographic boundaries, data collection sites, ink records automation, and proposed documentation and policy procedures. Please note that as part of your narrative, you must include a detailed estimate of the number of ink finger print records currently held locally, as well as the number to be automated by the completion of the award.
  
- \_\_\_\_\_ **Other Program Attachments (Additional Attachments).**
  - letter of approval from tribal council/leadership (i.e., letter of support) to participate in the 2005 T-CHRIP.
  - letter of support from the State criminal justice repository and/or the State's National Criminal History Improvement Program agency relating to AFIS.
  - letter of recommendation/nomination identifying Tribal AFIS Administrator and (1) alternate from the Chief of Police and/or Corrections, depending on recipient facility.

Please refer to corresponding sections in the Program Announcement to determine specific content of each of these sections.