



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications to develop and field surveys of state and local law enforcement agencies and state and local prosecutor offices that serve tribal lands. As the principal statistical agency within the Department, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

State and Local Justice Agencies Serving Tribal Lands (SLJASTL)

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. For-profit organizations must agree to forgo any profit or management fee.

BJS may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 23.) All applications are due by 11:59 p.m. eastern time on June 18, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Brian Reaves, BJS Statistician, by telephone at 202-307-0765, or by e-mail at askbjs@usdoj.gov. Include "SLJASTL" in the subject line.

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State and Local Justice Agencies Serving Tribal Lands (SLJASTL) (CFDA #16.734)

Overview

The Bureau of Justice Statistics (BJS) is developing a comprehensive program of statistical data collection efforts to document justice system activities on tribal lands. Current collections target the federal justice system, jails in Indian Country, crimes reported by tribal law enforcement agencies, and tribal court systems. The proposed data collections will fill two major information gaps. This effort will conduct two separate, but related, surveys: one of the state and local law enforcement agencies and one of state and local prosecutor offices that provide justice services on tribal lands. These surveys will solicit information on administrative procedures and practices, tribal caseloads and provided services, and the capabilities of the agencies to report detailed data on the tribal matters they handle.

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on Tuesday, June 18, 2013. See “How to Apply” on page 23 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

The implementation of the State and Local Justice Agencies Serving Tribal Lands (SLJASTL) program is part of a multifaceted effort by BJS to expand statistical activities related to American Indian and Alaska Native crime and justice issues. The SLJASTL, in combination with other planned and ongoing data collections, will help fulfill BJS’ statutory mandate “to collect and analyze statistical information concerning the operations of the criminal justice system at the federal, state, tribal, and local levels.” (42 U.S.C. § 3732(c)(4)).

Over the years, BJS has established (or helped to expand) a number of data collections that address specific aspects of this mission as it relates to justice systems on tribal lands. Among these are—

- *FBI’s Uniform Crime Reporting Program*, which receives reported crime data from tribal law enforcement agencies

- *Jails in Indian Country*, which collects information on confinement facilities, detention centers, jails, and other facilities operated by tribal authorities or the Bureau of Indian Affairs (BIA)
- *National Survey of Tribal Court Systems*, which gathers administrative and operational information on tribal courts, prosecutor offices, and indigent defense providers operating in federally recognized tribal justice systems in the United States
- *Federal Justice Statistics Program*, which describes the federal justice system's handling of crimes that occur on tribal lands.

A gap in our understanding of justice systems that service tribal lands is the work that state and local law enforcement agencies and state and local prosecutor offices that have responsibilities to provide such services due to legislation (e.g., Public Law 83-280) or consensual agreements between tribal, state, and local governments. "Tribal lands" covers a range of legal and political arrangements between Native American peoples and national, state, and local governments. For this work, the term tribal lands includes areas also labeled Indian Country, federal or state recognized reservations, trust lands, Alaska Native villages, and tribal communities.

As a first step to gain understanding of their work, BJS will add items on two currently funded surveys to identify which law enforcement agencies and prosecutor offices service tribal lands. The *2013 Census of Law Enforcement Agencies* will include an item on a survey of the nearly 20,000 law enforcement agencies in the U.S. that asks each if it provides services on tribal lands. A list of those law enforcement agencies that responded positively to this item will be available by the end of 2014. Similarly, the *2013 National Census of State Prosecutors* will include an item on a survey of the approximately 2,400 state and local prosecutor offices in the United States. A list of the prosecutor offices that indicated they serve tribal lands will be available by the end of 2014. The two lists will be the basis for the new data collection initiatives described in this solicitation.

BJS could have prepared separate solicitations to conduct these two surveys, but the work needed to develop a detailed understanding of the critical issues to be addressed by each survey would have been duplicative. In addition, the combination ensures that the items developed for the separate surveys will address the same range of topics in a similar manner, which would allow the resulting data to be combined to form a more detailed understanding of tribal justice for specific geographic areas or tribal entities.

Goals, Objectives, and Deliverables

BJS is committed to documenting the activities, policies, and practices of the various components of the justice system that serve tribal lands. While data currently available from BJS and others provide some information, there are gaps in our understanding of the work of local and state (i.e., nontribal) law enforcement agencies that respond to matters on tribal lands as a result of statute or consensual agreements. BJS also needs a better understanding of the work of local district attorneys and county prosecutors that have jurisdiction over tribal lands. To gain this information, BJS will conduct two separate—though related—censuses: one of nontribal law enforcement agencies that serve tribal lands and one of state and local prosecutor offices that serve tribal lands. The successful applicant will design each of these surveys, implement the data collections, and prepare two data files for analysis by BJS.

Statement of Work

The objective of this project is to design, field, and complete data collection for the 2014 Census of Law Enforcement Agencies that Serve Tribal Lands and the 2014 Census of Prosecutor Offices that Serve Tribal Lands. Specifically, the recipient of funds will (1) develop a detailed project time/task plan; (2) solicit and incorporate feedback from experts on the topic; (3) develop the two survey instruments and work with BJS to obtain the Office of Management and Budget (OMB) approval for conducting each of the surveys; (4) conduct the data collections with follow ups, data entry, data verification, and imputation (if needed); (5) deliver the two final data files with associated paradata and documentation and requested analyses to BJS; and (6) maintain regular reporting to BJS. In preparing proposals for this solicitation, applicants are strongly encouraged to review data collection instruments, datasets, and statistical reports from prior BJS- sponsored surveys that focus on law enforcement, prosecution, and tribal matters.

More specifically, the recipient of funds will be required to perform the following tasks:

1. Develop a detailed time/task plan with staffing detail and product delivery dates for each task in the project. In developing the time/task plan, applicants should be aware of the following constraints. BJS expects the successful applicant to obtain Institutional Review Board (IRB) approval to conduct this work. BJS estimates the universe for the law enforcement agencies serving tribal lands to be approximately 5,000 agencies, while the universe of prosecutor offices is approximately 800 offices. The actual counts will be known no later than June 2014, at which time BJS will deliver the two universe lists to the successful applicant. The two surveys must be approved by OMB, which will require the development of two OMB packages. The OMB process begins with the posting of the 60-day notice and ends with BJS receiving final approval to begin data collection from OMB. The 60-day notice is posted once the OMB package is in final draft form (i.e., when the package needs only editing to be completed). Applicants should estimate 6 months to complete the OMB process— from release of 60-day notice to final OMB approval. Finally, BJS prefers that the data collection for these surveys begin in early 2015 with data files delivered by October 2015. Therefore, all work on the project should be completed by December 2015. The project timetable should include a planning period for developing the survey items sufficiently long to allow outreach to stakeholders and input from experts in the field, the development and pretesting of the data collection instruments, preparation of the OMB packages, OMB approval process, data collection, and data file preparation and delivery.

The time/task plan should also include a meeting with BJS within 30 days of the award to review the details of the proposed time/task plan. If after the meeting it is determined that changes are needed, the applicant will provide BJS with a revised time/task plan within 2 weeks of the meeting. After the BJS project manager has agreed to the time/task plan, all work must be completed as scheduled. BJS will work with applicant to secure OMB approvals for the project. The project will be awarded as a cooperative agreement, so the successful applicant should understand that BJS will be involved and oversee all aspects of the work.

2. Solicit and incorporate feedback from experts on the information that should be collected by these surveys. Applicants should detail how they will identify the justice system attributes, policies, issues, and practices that should be captured by each survey. These mechanisms should include outreach to tribal leadership, law enforcement personnel, state

prosecutors, and policy makers. The applicant should propose the creation of an expert panel to provide assistance and guidance in the development of the survey items. The applicant should identify the necessary expertise to include on the panel (e.g. tribal leadership, law enforcement representatives, state prosecutors, policy makers, professional associations, academic institutions, and advocates) along with the names of proposed members. BJS reserves the right to approve all panel members. The applicant should describe the mechanisms to be employed for the expert panel to provide guidance on a continual basis. If in-person meetings are proposed, the time and place of the meetings will be coordinated and approved by BJS.

3. Develop the two survey instruments. The data collection instruments will be designed to capture administrative, operational, and caseload data from respondents. The administrative portion will focus on the organizational and administrative structure of the agencies as they relate to agency interactions with crimes on tribal lands. The operational portion will focus on such areas as staffing, budgets, training, and recruitment, as well as the use of technology and the capabilities of information systems to report statistics related to crime on and services delivered to tribal lands. The caseload component will measure the number and types of tribal cases handled and the disposition of these matters.

4. Conduct the data collection. The successful applicant will develop and implement a data collection system that provides respondents with multiple secure options for submitting data. Applicants should propose a data collection strategy that greatly prioritizes web-based survey completion, but that is also flexible enough to accommodate survey responses submitted through other means. Applicants should propose methods to communicate with all identified respondents and provide extensive follow-up to those that require assistance, clarification, or encouragement to complete the survey. This may involve multiple follow-up telephone calls, mailing or faxing surveys, and email correspondence. Applicants should identify techniques it will use to achieve a 95% or better survey response rate and item response rate.

5. Deliver two data files and associated documentation and analyses to BJS. The cleaned and imputed data files should be delivered to BJS in an SPSS format along with supporting documentation. Documentation should include, but is not limited to, a comprehensive codebook detailing variable positions; data coding; variable and value labels; any recoding implemented during the data cleaning process; methods used for dealing with missing data; any data allocations, imputation, or nonresponse adjustment; and copies of all program code used to generate data. All data and documentation will be posted on the BJS website, and the data will be archived at the Inter-University Consortium for Political and Social Research (ICPSR) at the University of Michigan. The recipient will also prepare and deliver a set of tables describing key measures of interest from the processed and verified dataset. The number and type of tables should be proposed by the applicant and then finalized in consultation with the BJS project manager at the conclusion of the design and development phase (i.e., shortly after the OMB package is submitted). For budgeting purposes, applicants should expect to produce approximately 20 tables. The applicant should acknowledge in its application that all data collected by this project are property of BJS. The recipient may not use any data obtained for any presentations or publications and may not disseminate these data. At the end of the project, the successful applicant will retain project records for a period of 3 years and then destroy them. Once the data have been archived at ICPSR, the successful applicant may access the data resulting for this work in a manner similar to all other researchers.

6. Maintain regular reporting to BJS. The successful applicant will regularly meet with the BJS project manager in person or via teleconference. An initial meeting will be scheduled soon after the award and additional (likely bi-weekly) meetings will be scheduled as needed. Applicants should budget for an in-person kickoff meeting to be held within 30 days of the award. Required financial and progress reports shall be submitted through the Grants Management System (GMS) in accordance with the OJP Financial Guide. The awardee will implement and maintain an automated real-time system to provide ongoing status of each survey respondent and an inventory of follow up communication and procedures for each respondent. Respondents' method of response (i.e. website, mail, fax, or phone) shall be included in this system. The automated tracking system should remain current and accessible so that the BJS project manager may monitor and obtain reports on the growth of the reporting samples and the completeness of the reporting, as well as the applicant's efforts to encourage the completion of the survey instruments.

Amount and Length of Awards

BJS anticipates that it will make one award of \$600,000 for up to a 27-month project period beginning October 2013 and ending December 2015. If the award is made after the anticipated October 2013 date, the project timeline will be condensed after the kickoff meeting so that the project will still end December 2015.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Director of the Bureau of Justice Statistics may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the

individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs: OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Design, field, and complete data collection for the 2014 Census of Law Enforcement Agencies that Serve Tribal Lands and the Census of Prosecutor Offices that Serve Tribal Lands.	Percentage of milestones and deadlines met.	<p>Number of milestone and deadlines met.</p> <p>Number of milestones and deadlines set.</p> <p>Recommendations for data collection instruments result in a robust instrument that (1) is capable of obtaining essential data elements; (2) possesses maximum efficiency and clarity, which results in improved reliability and validity of the data; and (3) utilizes methods that minimize data collection costs, including a web-based option to the paper instrument.</p>
	<p>Provide a response rate.</p> <p>Provide data collection completed on time.</p> <p>Percentage of deliverables completed on time.</p>	<p>Recipient must provide a plan to achieve a response rate of 95% or higher.</p> <p>Minimal number of missing or inconsistent data in data file (Target: 10% or less of respondents require post-validation follow-up and error correction.)</p> <p>Time from initiation of the collection after OMB approval to close of the reference period.</p> <p>Date data collection completed.</p> <p>Number of respondents.</p> <p>Number of responses.</p> <p>Number of deliverables completed on time.</p>

	Percentage of deliverables (including analytic tables) that meet BJS's expectations (as determined by BJS).	Number of deliverables. Number of deliverables that meet BJS's expectations. Project completed within number of months found in final time/task plan.
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OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 12 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, as well as the resumes/curriculum vitae of key personnel, privacy certificate and human subjects protection certification of compliance. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Abstract

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with <Project Abstract> as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

3. Program Narrative

The program narrative should not exceed 30 double-spaced pages with 1-inch margins and 12-point font.

If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

- a. **Statement of the Problem:** The applicant should demonstrate its understanding of the various relationships between tribal lands (defined for this solicitation as including but not limited to Indian County, reservations, and trust lands) and state and local (i.e., non-federal) justice systems. The applicant should demonstrate its knowledge of the major issues facing the delivery of justice services in these situations. The applicant should also indicate how information on the administration, operations, and caseloads from these law enforcement agencies and prosecutor offices could help to document important aspects of the delivery of justice services to persons living on tribal lands.
- b. **Project Design and Implementation:** The applicant should detail the process it will establish to develop and assess the items that will eventually be on the two survey instruments. This should include the formation of an expert panel to work with the project to develop the survey instruments. The applicant should discuss in detail its plans for developing the two instruments, the web-based data entry tools, and their characteristics, as well as other possible data collection modes. The applicant should discuss the process for developing each of the OMB packages. The applicant should outline the step-by-step procedures it will use to maximize response rates. The applicant should describe how it will receive, process, and verify the incoming data and the system it will put in place for BJS to monitor the progress of the data collections. The application should clearly state how the applicant will keep BJS informed about its progress in achieving the high survey and item response rates. The applicant should describe the processing, production, and delivery of the resulting data files along with all paradata, imputation, and documentation. The applicant should also indicate its understanding that all data collected remains property of BJS and that the applicant may not use data obtained through this work for any presentations or publications, nor may the applicant disseminate these data. Finally, the applicant should provide a detailed time/task plan showing for each major task and subtask the time period for the activity, all delivery dates, and the level of effort each project staff member will commit to the task. If the proposal includes subcontractors, the levels of effort of each subcontractor personnel should also be included.
- c. **Capabilities and Competencies:** This section should document the project team's ability to successfully complete the prescribed tasks. This may be done

through descriptions of the benefits of the proposed design/work plan, past work, and by the relevant skills and experience of proposed program staff (including subcontractors, if any).

- d. **Plan for Collecting the Data Required for this Solicitation's Performance Measures:** BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. **Budget Detail Worksheet and Budget Narrative**

a. **Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. **Indirect Cost Rate Agreement**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which

will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJS will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Additional Attachments

a. Key Staff Information

Staff information should include a staff loading chart, by task, showing the role and number of hours committed by proposed staff; identification of proposed key personnel and their qualifications for the significant functions in the project, along with concise descriptions of the duties each will perform under the contract; and identification by name of all key personnel with decision-making authority.

b. Privacy Certification

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. A model certificate is located at www.bjs.gov/content/pub/pdf/bjsmpc.pdf.

c. Human Subjects Protection Certification of Compliance

BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the

necessary information to be provided by the funding recipient, can be accessed at www.bjs.gov/content/hscr.cfm.

d. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page, (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation”).

e. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's rating under the selection criteria, in order to receive funds, the applicant's proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by BJS grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse's work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)*
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)*
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#) Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

Proposals should describe the plan and implementation strategies to perform the tasks outlined in the Statement of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Resumes of the proposed project director and key staff should be submitted with the proposal. The applicant will be evaluated on the basis of—

1. Statement of the Problem (15%)

The applicant demonstrates an understanding of the various legal structures, administrative processes, and issues confronting state and local justice agencies that service tribal lands. The applicant also shows an understanding of the benefits of the proposed data collections will have for federal, state, and local governments and policy makers.

2. Project Design and Implementation (50%)

The applicant provides a comprehensive plan for the project from creation and roles of the expert panel to the delivery to BJS of two well-documented data files. Special attention should be given to the plan to 1) research, develop, and test items for the surveys, 2) build a web-based data collection tool, 3) establish a data collection protocol that will ensure 95% response rates, 4) provide high quality, well-documented data files and analyses, and 5) enable BJS to monitor the growth of the underlying databases. The applicant clearly shows its understanding of the restrictions on its use of the collected data. Finally, the applicant provides a detailed time/task plan showing for each major task and subtask the time period for the activity, all delivery dates, and the level of effort

each project staff member will commit to the task.

3. Capabilities and Competencies (20%)

The applicant demonstrates the capacity and experience of the project team to (1) understand justice systems that serve tribal lands and the issues surrounding the delivery of these services by both law enforcement and prosecutors; 2) understand and utilize currently accepted survey research methods, including the development and testing of survey items; (3) implement multiple modes of data collection; (4) provide up-to-date tracking of the data collection and regular reporting of progress; and 5) successfully complete a project of this scope.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)

BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

5. Budget (10%)

The budget is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). ¹The Budget Narrative demonstrates how applicants will maximize cost effectiveness of grant expenditures. The Budget Narrative also demonstrates cost effectiveness in relation to potential alternatives and the goals of the project. The Budget Narrative provides all the detail identified on page 14.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Statistics reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Statistics may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

¹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Statistics, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Director of the Bureau of Justice Statistics, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Special Conditions Applied to Awards Under this Solicitation

The award of federal funds under this BJS solicitation will be through a Cooperative Agreement. In accordance with the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. § 6305), if the purpose of the funded activity is to support a public purpose rather than for direct benefit or use by the federal government, a grant or a cooperative agreement can be used to administer the funds. A cooperative agreement is distinguished from a grant by the level of federal participation or involvement in carrying out project activities. Specifically, Title 31, section 6305 of the U.S. Code states, "An executive agency shall use a cooperative agreement as the legal instrument reflecting a relationship between the United States Government and ... other recipient when ... substantial involvement is expected between the executive agency and the ... recipient when carrying out the activity contemplated in the agreement."

For the purpose of this solicitation, substantial involvement by BJS means that BJS will provide substantial guidance, input, and approval of the approach through which deliverables are accomplished. It also means that throughout the performance period, BJS will specify project deliverables that the award recipient agrees to by accepting the award. The award document will incorporate several special conditions which operationalize the specific parameters of this cooperative relationship. The goals of the substantial involvement of BJS are to (1) ensure that final deliverables are of acceptable quality as to justify the use of federal funds, (2) accurately represent the project's findings, and (3) ensure that all federal regulations governing the collection and dissemination of statistical information are met.

All tasks carried out through the use of project funds will be assessed by BJS as needed to ensure that they meet federal regulations concerning confidentiality, personal identifying information, human research subjects, and the release of proprietary information, as well as to ensure that they meet general data quality standards for substance and presentation. As part of the assessment, BJS will continuously monitor the project to ensure that all activities performed under project tasks contribute to developing previously agreed upon deliverables within the award's budget. BJS reserves the right to stop funding the project and to restrict the release of the information or findings should regulations or standards not be met. However, BJS will not impede the completion of deliverables within the project period unless project tasks or deliverables fail to meet general data quality standards or federal regulations as described above.

All methodological, statistical, procedural, and technological work conducted by the award recipient using award funds will remain the property of BJS until BJS determines that the information can be made publicly available. Therefore, BJS must approve any release of this proprietary information by the award recipient. BJS retains the right to the first release of all work funded by the project. This includes specific knowledge related to the project which was developed through the course of generating the deliverables that the award recipient was funded to produce.

Any additional work using project funds, including attendance or presentations at conferences and the publication of journal articles or other materials, that constitutes a change in the scope of the project requires BJS approval in the same way that any other changes to the performance period, key project staff, or budget would require prior approval and a Grant Adjustment Notification. Because the information and materials generated through the project constitute proprietary information, any release of this information using outside funding sources without sufficient justification and specific approval by BJS would jeopardize the relationship between BJS and the award recipient and potentially result in an inability to work together to accomplish remaining project goals. BJS is generally supportive of public dissemination efforts to the extent that BJS has prior knowledge and approval of the release of information by the award recipient and is able to ensure that this release contributes to the success of the project or enhances public knowledge regarding the topic without violating confidentiality restrictions or other federal regulations

Among others, the following special conditions will be attached to an award under this solicitation:

1. **Exclusive Rights to Data.** BJS retains all rights to exclusive use of the data until BJS releases the public use dataset, which will be available to the public via the Internet and at the National Criminal Justice Data Archives at the University of Michigan. The recipient shall not release or disclose any data collected through this cooperative agreement without prior written approval of BJS or until the dataset has been released to the public. This includes, but is not limited to, presentations at professional conferences and meetings, press releases, or grant applications. Unauthorized release of the data by the recipient or its associates may result in the immediate commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.
2. **Exclusive Rights to Methodological Information.** Within certain limitations, BJS may grant the recipient exclusive use of any methodological findings derived from the project funded through this cooperative agreement. Only with prior written approval by BJS may the recipient publicly disclose methodological information or experiential findings derived from the project prior to the public release of the dataset. However, any such disclosures must be public in nature and contribute meaningfully to the development and/or advancement of social science research. Subject to the prior written approval of BJS, allowable public disclosure may include, but are not limited to, presentations at professional conferences and meetings, articles appearing in widely distributed publications, Internet postings, or similar outlets which constitute a broad public release of the methodological information. Unauthorized release of the methodological information by the recipient or its associates may result in the immediate

commencement of termination or suspension proceedings in accordance with 28 CFR Part 18.

3. **Prior Approval of Products/Publications.** All materials and reports drafted or produced using funds under this award will be provided to BJS for its review and approval prior to initial publication.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: BJS encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to

maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Special Domestic Assistance and Statistical Studies," and the funding opportunity number is BJS-2013-3636.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. 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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJS will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJS contact identified in the Contact Information section on cover page **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

State and Local Justice Agencies Serving Tribal Lands (SLJASTL)

This application checklist has been created to assist in developing an application.

Eligibility Requirement: Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortia with demonstrated organizational and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortia. For-profit organizations must agree to forgo any profit or management fee.

_____ The federal amount requested is within the allowable limit(s) of \$600,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 12)
- _____ Abstract (see page 12)
- _____ Program Narrative (see page 13)
 - _____ Double-spaced
 - _____ 12-point standard font
 - _____ 1" standard margins
 - _____ Narrative is 30 pages or less

- _____ Budget Detail Worksheet (see page 14)
- _____ Budget Narrative (see page 14)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 24)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 14)
- _____ Tribal Authorizing Resolution (if applicable) (see page 15)
- _____ Additional Attachments (see page 15)
 - _____ Disclosure of Pending Applications (see page 16)
 - _____ Research and Evaluation Independence and Integrity (see page 17)

- _____ Special Conditions Applied to Awards Under this Solicitation (see page 20)

- _____ Other Standard Forms as applicable (see page 18), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)