

Responding to the  
Tribal Courts  
Assistance Program (TCAP)

FY 2008 Competitive Grant  
Announcement

# Road Map

Within this presentation you will find:

- A review of the BJA solicitation
- Highlights of the key components
- An outline for preparing your program narrative
- Grant writing tips and recommendations
- Suggestions to help your application rise to the top

# Finding the Request for Proposal (RFP)

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Programs: Tribal Courts Assistance Program (TCAP) - Microsoft Internet Explorer provided by Fox Valley Technical College". The address bar contains the URL "http://www.ojp.usdoj.gov/BJA/grant/tribal.html". A callout box with a pointer to the address bar contains the same URL. The page content includes a navigation menu on the left with items like "About BJA", "Funding", "Programs", "Grantee Resources", "Justice Issues", "Training and Technical Assistance", "Justice Today", "Publications", "Justice Assistance Grant Program", and "Public Safety Officers' Benefits Program". The main content area is titled "Programs" and features a section for the "Tribal Courts Assistance Program (TCAP)".

**Programs**

## Tribal Courts Assistance Program (TCAP)

Tribal Courts Assistance Program (TCAP) ([FY 2008 Competitive Grant Announcement](#))  
*Applications are due February 7, 2008*  
[TCAP Frequently Asked Questions](#)

FY 2007 Tribal Courts Assistance Program [Grant Awards](#)

**Overview:**  
BJA, as part of the U.S. Department of Justice's Indian Country Law Enforcement Initiative, administers grants to support the development, implementation, enhancement, and continuing operation of tribal judicial systems.

For FY 2007, there were three separate categories under which tribes could apply:

- Category I: Planning and Implementing an Intertribal Court System for Smaller Service Populations**  
Applications are sought from consortia of tribal governments (at least two), each of whom serves a population of less than 1,000 people, to plan, develop, and implement a tribal court system where none currently exists. This category focuses on smaller tribes located contiguous to or near other tribal governments where it is economically and administratively feasible for the creation of an intertribal court. Grant funds may be used to facilitate the development and initial implementation of an intertribal court system that will be designed to meet the needs of more than one tribe in the same geographic region.
- Category II: Planning and Implementing a Single-Tribe Court System**  
Applications are sought from tribal governments for the development and initial implementation of a tribal court that will be designed to meet the needs of their tribal government. Tribal governments, each with a service population equal to or exceeding 1,000 people, may apply for grant funds to facilitate the development and initial implementation of a tribal court system where none currently exists.
- Category III: Expanding and Continuing the Operation of Tribal Courts**

# Research Solicitation Background

Overview of the Tribal Court  
Assistance Program

Page 1

# Categories and Amounts Pg. 2-3

## Award Periods – 24 months

Category	Type of Grant	Amount	Details
I	Planning and Implementing an Intertribal Court System for Smaller Populations	Up to \$200,000	At least two tribal governments per consortia; each with less than 1,000 members.
II	Planning and Implementing a Single-Tribe Court System	Up to \$200,000	For service populations of 1,000 or greater for development and initial implementation.
III	Enhancing the Operation of Tribal Courts	Up to \$150,000 or Up to \$175,000 (depending on population – see below)	Any size community – to enhance the operation of existing tribal courts.
<b>Two tiers within Category III:</b>			
Tier I	Category III funds can be used to enhance the operation of existing tribal courts, including , but not limited to: establishing a core structure, improving case management, training, developing codes, purchasing equipment and software, enhancing prosecution, supporting sentencing, designing services, and structuring appellate systems.	Up to \$150,000	Tribes and consortia serving a population of less than 5,000
Tier II		Up to \$175,000	Tribes serving a population of 5,000 or more

# How Much Time is There to Apply?

Submission Deadline

8 pm Eastern Time

February 7, 2008

You will need a  
Dun & Bradstreet (D&B)  
Data Universal Numbering System  
(DUNS) number to apply

Page 4

# Grant Administration

This solicitation is administered through  
GRANTS.GOV

Catalog of Federal Domestic Assistance  
(CFDA) Number is 16.608

application instructions are available at:

<http://www.ojp.gov/funding/GrantsgovBrochure.pdf>

and

[http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)

# Verify Eligibility

Federally recognized tribal governments

Includes Alaska Native villages and  
corporations

(with some limitations)

A tribal government or intertribal consortium  
may submit only one application – tribal  
governments may not be part of two  
applications.

See solicitation Page 1 for additional  
eligibility requirements.

# Points – Categories I and II

## Selection Criteria – Pages 5-6

Statement of the Problem	15 points
Program Design and Implementation	30 points
Capabilities/Competencies	25 points
Budget	10 points
Impact/Outcomes, Evaluation and Sustainment	<u>20 Points</u>
Total	100 Points

# Points – Category III

## Selection Criteria – Pages 6-7

Statement of the Problem	15 points
Program Design and Implementation	30 points
Capabilities/Competencies	25 points
Budget	10 points
Impact/Outcomes, Evaluation and Sustainment	<u>20 Points</u>
Total	100 Points

# Additional Application Requirements Information – Page 7

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

more information at:

[www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm)

# Attachments and Submitting through the [www.grants.gov](http://www.grants.gov)

- Attachment 1 Program Narrative
- Attachment 2 Budget and Budget Narrative – all one file
- Attachment 3 Project Timeline and Position Descriptions

Microsoft Word (\*.doc\*), PDF files, (\*.PDF\*)  
or Text Documents (\*.txt\*) – PLEASE NOTE that Grants.gov  
does not yet accept Microsoft 2007 documents (\*.docx\*) and  
does not support the Microsoft Vista Operating System

# File Formats and Program Narrative Criteria

## Page 4

- Respond to the Selection Criteria in the order given – Numbers 1-3, 5.
- Use:
  - Double Spacing
  - 12-point font – Times New Roman
  - 1-inch Margins
- May have up to 10 pages for the Narrative
  - Number Pages: 1 of 10, 2 of 10, etc.

The following slides will walk you through an outline of all key points the program narrative must address

The first section relates to  
Categories I and II

The selection criteria for  
Category III will follow

# Categories I and II - Outline for the Statement of the Problem

- Identify the population the court will serve
  - Geographic area
  - Socioeconomic data
- Identify the problems the proposal addresses
  - civil, juvenile, and criminal caseloads
  - violent crime, property crimes, domestic violence, child welfare, juvenile offenses, alcohol and substance abuse, other priority crimes
- Identify the commitment of the tribe to resolve the problems
- If intertribal – list all federally recognized tribes and provide statements certifying their participation

Page 5  
15 points

# Categories I and II - Outline for the Program Design and Implementation

- Describe Year 1 (planning/development) and Year 2 (implementation) goals and objectives and how they will be accomplished
- Detail the court's purpose, structure, and operation
- Detail strategy the tribe will take to ensure coordination of services
- An advisory team must be established for the project. The team should include a well-rounded representation of the tribal criminal justice system. Explain how team members will:
  - support the implementation plan
  - ensure the appropriate personnel attend and participate in TCAP-sponsored trainings
- Briefly describe system improvements to increase capacity to collect and share data

Page 5  
30 points

## Categories I and II - Outline for the Capabilities/Competencies

- Establish a comprehensive timeline for Years 1 and 2
- Describe each project goal, objective, and activity
- Identify beginning and completion dates
- Describe how data from performance measures will be collected and managed
- Identify the individuals responsible for collecting data
- This section should complement and further clarify Attachment 3 (Project Timeline and Position Descriptions)

Page 6  
25 points

# Categories I and II - Outline for the Budget

- Include a budget worksheet and budget narrative as Attachment 2
- Budget must include the following
  - Travel: Allocate at least 10 percent of the maximum award amount to cover travel and costs for attending OJP and BJA trainings
  - Personnel: If a position under TCAP is support with BJA funds, total costs associated with salary and fringe benefits may not exceed 50 percent of the federal grant amount
  - Information Technology: Equipment and software purchased with BJA funds must be capable of supporting information sharing among justice systems and compliant with appropriate national standards (see [www.it.ojp.gov/jsr/intro/intro03.html](http://www.it.ojp.gov/jsr/intro/intro03.html) for details)
- You *are not* required to use the Budget Detail Worksheet form, which has limited space for each budget item.
- Applicants that need more space may submit the Budget Detail Worksheet in an alternative format (e.g., spreadsheet, word processor tables).
- Refer to OC Guidelines  
<http://www.ojp.usdoj.gov/FinGuide>

Page 6  
10 points

# Categories I and II Outline for Impact/Outcomes, Evaluation, and Sustainment

- How will you know if the program works?
- What data is currently available to support the program?
  - How will it be used to measure program impact?
- Explain what will be measured, who will collect the data, and how the tribe will use the information
- Outline a strategy for sustaining the project when the federal grant ends
  - Include a description of how the tribe will continue each area of the program that would be developed through the grant. This may include a description of sustainment for staff/positions, outside partnerships, etc.

Page 6  
20 points

## Category III- Outline for the Statement of the Problem

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

Page 6  
15 points

# Category III- Outline for the Program Design and Implementation

- Describe Year 1 and Year 2 goals and objectives and how they will be accomplished through the proposed enhancement of services
- Clearly define the proposed enhancements and describe their purpose as well as the court's purpose, structure, and operation
- Detail strategy the tribe will take to ensure coordination of services
- An advisory team must be established for the project. The team should include a well-rounded representation of the tribal criminal justice system. Explain who will serve as BJA's point of contact and how team members will:
  - support the implementation plan
  - ensure the appropriate personnel attend and participate in TCAP-sponsored trainings
- Briefly describe system improvements to increase capacity to collect and share data

Page 6  
30 points

## Category III - Outline for the Capabilities/Competencies

- Establish a comprehensive timeline that describes each project goal, objective, and activity
- Identify beginning and completion dates
- Describe how data from performance measures will be collected and managed
- Identify the individuals responsible for collecting data
- This section should complement and further clarify Attachment 3 (Project Timeline and Position Descriptions)

Pages 6-7  
25 points

# Category III - Outline for the Budget

- Include a budget worksheet and budget narrative as Attachment 2
- Budget must include the following
  - Travel: Allocate at least 10 percent of the maximum award amount to cover travel and costs for attending OJP and BJA trainings
  - Personnel: If a position under TCAP is support with BJA funds, total costs associated with salary and fringe benefits may not exceed 50 percent of the federal grant amount
  - Information Technology: Equipment and software purchased with BJA funds must be capable of supporting information sharing among justice systems and compliant with appropriate national standards (see [www.it.ojp.gov/jsr/intro/intro03.html](http://www.it.ojp.gov/jsr/intro/intro03.html) for details)
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Page 7  
10 points

# Category III Outline for Impact/Outcomes, Evaluation, and Sustainment

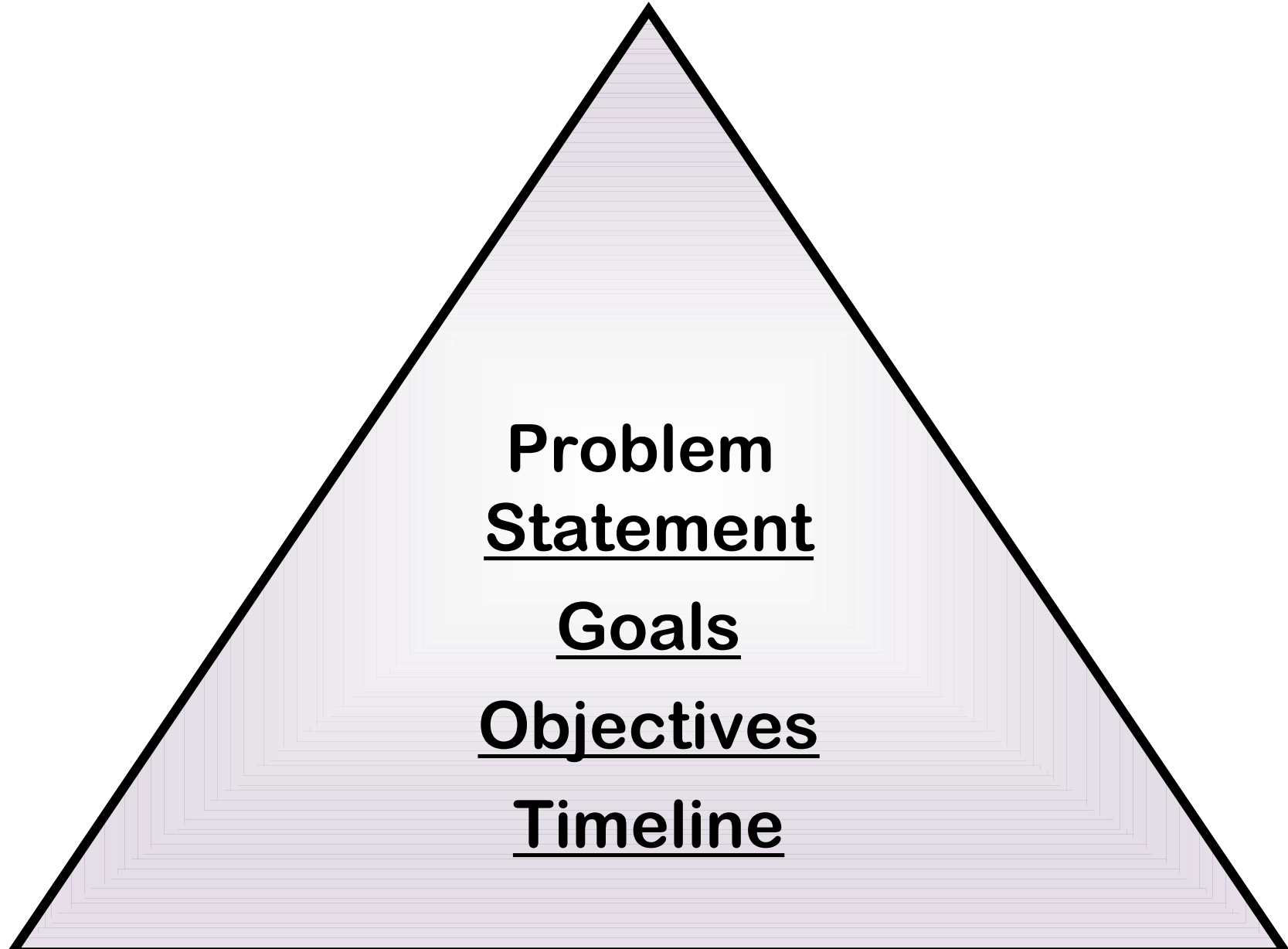
- How will you know if the program works?
- What data is currently available to support the program?
  - How will it be used to measure program impact?
- Explain what will be measured, who will collect the data, and how the tribe will use the information
- Outline a strategy for sustaining the project when the federal grant ends
  - Include a description of how the tribe will continue each area of the program that would be developed through the grant. This may include a description of sustainment for staff/positions, outside partnerships, etc.

Page 7  
20 points

# Submitting the Application

- [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)
- <http://www.ojp.usdoj.gov/BJA/grant/HowToApply.pdf>
- Beginning October 30th, CCR now verifies the Tax Identification Number, also known as the EIN or TIN, that the organization provides during the registration process with the IRS. This will delay the finalization of an organization's CCR registration by 24-48 hours.

# Elements of the Plan



**Problem Statement**

**Goals**

**Objectives**

**Timeline**

# *Important Resources*

- National Tribal Justice Resource Center

<http://www.tribalresourcecenter.org>

- Justice Statistics Assistance Center

<http://www.jrsa.org>

- Tribal Resource Guide

<http://www.ojp.usdoj.gov/ocom/docs/OJPResourceGuide06.pdf>

# Recommendations and Tips for Grant Writers

Involve those who will implement  
the project in the development of  
the strategy

# Top 10 Tips

1. Understand the grantor
2. Develop proposal to fit the application
3. Meet eligibility requirements
4. Get help
5. Show resource commitment
6. Obtain support from the community
7. Write a compelling story.....  
but
8. Keep clarity of purpose
9. Be concise
10. Be complete

# More Help

- Solicitation:

<http://www.ojp.gov/BJA/grant/08TCAPsol.pdf>

- Grant Writing Resources:

[www.tribalresourcecenter.org](http://www.tribalresourcecenter.org)

[www.tribaljusticeprograms.com](http://www.tribaljusticeprograms.com)

[www.fvtc.edu/cjci](http://www.fvtc.edu/cjci)

- Application Guidelines:

[www.ojp.usdoj.gov/BJA/grant/HowToApply.pdf](http://www.ojp.usdoj.gov/BJA/grant/HowToApply.pdf)

# More Help (Cont'd)

- Budget Form for Application  
[www.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.usdoj.gov/Forms/budget_fillable.pdf)
- Other Requirements  
[www.ojp.usdoj.gov/BJA/OtherReq.pdf](http://www.ojp.usdoj.gov/BJA/OtherReq.pdf)
- Financial Guide  
[www.ojp.usdoj.gov/FinGuide](http://www.ojp.usdoj.gov/FinGuide)
- BJA Website – Additional Resources  
[www.ojp.usdoj.gov/BJA](http://www.ojp.usdoj.gov/BJA)

# Check List - Conclusions

- ☑ Be certain your proposal tracks between the problems you identified, the goals, and the budget.
- ☑ Double - check your math
- ☑ Start a grant proposal file
- ☑ Have someone help proof read
- ☑ Involve those that will work on the project in the planning process

# Questions?

(888) 370-1752 or

[cjgrants@fvtc.edu](mailto:cjgrants@fvtc.edu)

[www.fvtc.edu/cjci](http://www.fvtc.edu/cjci)

GOOD LUCK!!!