

The U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics is pleased to announce that it is seeking applications from tribal jurisdictions to receive funding under the 2008 Tribal Criminal History Record Improvement Program (TCHRIP). This program furthers the Department's mission to enhance the crime fighting and criminal justice capabilities of Tribal governments by improving the accuracy, utility, and interstate accessibility of tribal criminal history records; enhancing automated identification systems, records of protective orders involving domestic violence and stalking, sex offender records, DWI/DUI conviction information; and integrating with other State and Federal systems for background checks.

2008 Tribal Criminal History Record Improvement Program (T-CHRIP)

Eligibility

Applicants are limited to federally recognized tribal governments, including eligible Alaska Native villages and corporations, and authorized intertribal consortia (see 25 U.S.C. § 450b[e]), for-profit (commercial) organizations, non-profit organizations, faith-based and community organization, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums. For a recent list of federally recognized tribes see Vol. 72, No. 55, of the *Federal Register*, [pp. 13648-13652](#).

(See more information in "Eligibility" section on page 4)

Deadline

All applications are due by 8:00 p.m. eastern time on February 28, 2008.
(See "Deadline For Applications", page 4)

Contact Information

For assistance with the requirements of this solicitation, contact Steven W. Perry, Statistician, at 202-307-0777 or Steven.W.Perry@usdoj.gov, include TCHRIP08 in the subject line.

This application must be submitted through *grants.gov*. For technical assistance with submitting the application, call *Grants.gov* Customer Support Hotline at 1-800-518-4726.

2008-BJS-1769

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FY 2008 Tribal Criminal History Record Improvement Program (T-CHRIP) CFDA Number 16.734

OVERVIEW

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

Program Goals:

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

Achieving this goal is contingent upon accomplishing four objectives:

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

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

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it may take up to 5 business days to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. **Note: Your Central Contractor Registry (CCR) Registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is **February 28, 2008, 8:00 p.m. eastern time.**

Eligibility

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:

Applicants are limited to federally recognized tribal governments, including eligible Alaska Native villages and corporations, and authorized intertribal consortia (see 25 U.S.C. § 450b[e]), for-profit (commercial) organizations, non-profit organizations, faith-based and community organization, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums. For a recent list of federally recognized tribes see Vol. 72, No. 55, of the *Federal Register*, [pp. 13648-13652](#).

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

The T-CHRIP application must be submitted by the agency or organization designated by the Federally-recognized Tribal Council/or Governor to administer the program. Tribes may choose to submit applications as part of a multi-tribe consortium. All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal counsel or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, an authorizing resolution or similar document authorizing the inclusion of the tribal entity named in the application must be included.

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

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is the U.S. Department of Justice (DOJ) policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

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

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the OJP Office of Civil Rights (OCR) link referenced at the "Additional Requirements" on page 12.

Program Specific Information

The Bureau of Justice Statistics (BJS) is providing this notice to announce the 2008 Tribal Criminal History Record Improvement Program (T-CHRIP) which will provide support to Federally-recognized tribes and State criminal records repositories to promote participation in and improve data sharing between tribal, State, and national criminal records systems.

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

FY 2008 priorities include:

- 1) Support tribal law enforcement access to state and Federal automated fingerprint record systems for background checks and other purposes focusing on the use of fingerprint based systems of criminal history records;

2) Purchase and/or support installation of electronic Livescan fingerprinting equipment that conforms to FBI standards (See FBI products certified for compliance with the FBI's Integrated Automated Fingerprint Identification System (IAFIS) image quality specifications <<http://www.fbi.gov/hq/cjisd/iafis/cert.htm>>);

3) Automate data transfers between tribal, State and Federal criminal records systems;

4) Implement electronic record systems to collect and share domestic violence protection orders, driving while intoxicated (DWI) or driving while under the influence (DUI) convictions, and tribal sex offender records with State and/or Federal record systems.

Scope of Work

The FY 2008 T-CHRIP will assist tribes to improve the accuracy, completeness, and interstate availability of criminal history records by automating the capture and reporting of fingerprints and arrest records to tribal, State, and national databases.

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

Allowable costs include:

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

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

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

supports the collection and sharing of criminal history information for the AMBER Alert in Indian Country Initiative.

(3) **Training and participation in seminars.** Limited funds may be used to cover costs of training and participation in the OJP sponsored Tribal Justice and Safety, Consultation, Training & Technical Assistance Sessions, State, regional, or national meetings (including travel, where necessary) on the uses and implementation of AFIS/Livescan.

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

Funding Information

It is anticipated that multiple awards will be granted in FY 2008. 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 selection criteria as described under “Selection Criteria.”

Match Requirements

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

Performance Measures

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

| Program Objective | Performance Measures | Indicators to Assess Performance |
|---|--|--|
| 1. Improve tribal criminal history record systems in Indian Country to support background checks for the purposes of identifying – - ineligible firearms purchasers, - persons ineligible to hold | Percentage of recent tribal records which are automated. | 1.1 Number of tribal criminal history records, manual and automated. 1.2 Number of ink or manual fingerprint records to be automated within scheduled project period. |

| | | |
|--|--|---|
| <p>positions involving children, the elderly, or the disabled,</p> <p>- persons convicted of domestic violence, sexual offenses, and DWI/DUI offenses.</p> | <p>Percentage of tribal records accessible through IAFIS, NICS, III and NCIC.</p> | <p>1.3 Number of fingerprint records captured and/or automated through Livescan.</p> <p>1.4 Number of tribal AFIS/Livescan fingerprint records accessible through NICS, III, and NCIC.</p> |
| <p>2. Ensure that the infrastructure is developed to connect each tribe's records systems to other tribes', State and/or FBI records systems.</p> | <p>Number of tribes participating in the Federal Integrated Automated Fingerprint System (IAFIS)</p> | <p>2.1 Number of automated interfaces between tribal and State or Federal IAFIS records.</p> <p>2.2 Number of purchased and successfully installed Livescan fingerprint record systems.</p> <p>2.3 Number of persons trained on AFIS/ Livescan equipment.</p> |

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

OJP released the **Grants Management System (GMS) [On-line Training Tool](#)** to assist grantees in administering their awards through the GMS. The On-line Training Tool at www.ojp.gov/gmscbt, provides step-by-step instructions to complete various functions within GMS, as well as the administrative policies associated with Grant Adjustment Notices, Progress Reporting, and Closeouts.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is **16.734**, titled "2008 Tribal Criminal History Record Improvement Program (T-CHRIP)," and the funding opportunity number is 2008-BJS-1769 .

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-

digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <<http://www.dunandbradstreet.com>>. Individuals are exempt from this requirement.

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

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

What An Application Must Include

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

Standard Form 424

Program Narrative

[Budget and Budget Narrative](#)

Indirect Cost Rate Agreement *(if applicable)*

Additional Attachments: Other Program Requirements

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

Project and Budget Related Attachments

- The project narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed time line for project activities. **Please note that as part of the narrative, applicants must include a detailed estimate of the number of ink fingerprint and/or domestic violence, sex offense, and DWI/DUI records currently held locally, as well as the number to be automated by the completion of the project period.**
- The Budget Detail Worksheet may be found through the Internet at <http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf>, OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds, contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP website at <<http://www.ojp.usdoj.gov/financialguide/index.htm>>. If you have any

questions, please contact the OJP Office of the Comptroller's Customer Service Center at 1-800-458-0786.

- Applicants that do not have a Federally negotiated indirect cost rate and wish to establish one, may submit a proposal to their "cognizant" Federal agency. In general, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, information needed to submit an indirect cost rate proposal can be obtained at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

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

- 1) A current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body authorizing participation in the T-CHRIP;
- 2) Letter of support from the State criminal justice repository and/or the State's National Criminal History Improvement Program agency (for a list a list of State NCHIP Administering agencies see <http://www.ojp.usdoj.gov/bjs/nchipadd.htm>).
- 3) Letter of recommendation/nomination of the "AFIS Administrator" and "alternate" from Chief of Police/Corrections depending on the intended recipient facility; and
- 4) Information on key staff includes a staff loading chart, by task and contract year, showing the role and number of hours (per year) committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the grant; and an identification by name of all key personnel with decision making authority.

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace. Applicants are required to review and check off the box on the certification form included in their online application process. 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)."

Selection Criteria

The FY 2008 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. Selection of applicants to be awarded under the Tribal Criminal History Record Improvement Program will be based on the following factors:

(1) Statement of the Problem as Described in the Program Narrative

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

(2) Project/Program Design and Implementation

- the technical feasibility and the extent to which the proposal appears reasonable in light of the tribe's current level of system development and policy on information sharing;
- the extent to which the tribal agency demonstrates a commitment to automate and update criminal history, arrest, and court disposition records;
- the extent to which the tribe demonstrates a commitment to share and update criminal history, arrest, and court disposition records with appropriate permissions and defined protections for the use of the information;
- the extent to which the tribal agency demonstrates a commitment to electronic fingerprint record improvement;
- the extent to which the applicant recognizes the role of the courts in ensuring complete records and proposes improvements in the transmittal of fingerprint information for posting to the State and national criminal record systems; and
- the extent of coordination and cooperation between the proposed activities and State and Federal records systems.

(3) Capabilities/Competencies

- a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body authorizing participation in the T-CHRIP;
- a letter of support and/or cooperation from the appropriate State criminal justice repository and/or the State agency administering the National Criminal History Improvement Program; and
- commitment to implement an electronic fingerprint identification system which meets the specifications and requirements of the FBI and to share tribal criminal history data with State and national data systems

(4) Budget

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

(5) Impact/Outcomes and Evaluation

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

Review Process

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

Additional Requirements

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

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/other_requirements.htm>.

Tribal Criminal History Record Improvement Program Application Checklist

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

_____ A current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal counsel or comparable government body authorizing participation in the Tribal Criminal History Record Improvement Program. The tribal

document can be scanned and included as an attachment or, if not possible, faxed to the attention of Steven W. Perry at (202) 616-1351;

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

_____ Agrees to implement an electronic fingerprint identification system which meets the specifications and requirements of the FBI and to share tribal criminal history data with State and national data systems. Tribes will be solely responsible for any maintenance or subscription fees to connect to State systems where applicable.
Applicant needs to demonstrate ability to assume these recurring costs independent of the grant;

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

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

_____ Agrees to respond in a timely manner to informational requests and formal evaluations or training workshops sponsored by OJP/BJS.