

**Bureau of Justice Assistance
Office of Justice Programs
U.S. Department of Justice**

**Building Stronger Justice Systems:
Leveraging Public and
Private Resources**

Robert H. (Bob) Brown, Jr.
Senior Policy Advisor for Tribal Justice
Policy Office

**Bureau of Justice Assistance
Office of Justice Programs, U.S. Department of Justice
810 – 7th Street, NW
Washington, DC 20531
Telephone: 202-616-3297
202-616-1144
Email: robert.brown@usdoj.gov**

Seeking Funds Strategically

- Review the organization's mission
- Undergo a Strategic Planning Process
- Assess gaps and challenges
- Identify key/critical issues
- Agree on direction/Action Plan
- Implement
- Reassess

Finding Resources

- Assess current projects/resources
- Identify grant cycles
- Research opportunities
- Select the right marketplace
- Assess your potential
- Seek Technical Assistance
- Follow-up

Application Development

- Why are you dedicating your time
- Who will read it
- Is the message clear
- There is no “I” in Team

Principles of Clear Writing

- Keep sentences short
- Prefer the simple to the complex
- Put action into your verbs
- Use terms your reader can picture
- Tie in with your reader’s experience
- Write to express, not impress

Checklist

- Words spelled correctly?
- Words capitalized correctly?
- Acronyms referenced appropriately
- Used Appropriate tense?
- Jargon and excess verbiage eliminated?

Checklist (Cont'd)

- Provided a clear description?
- Answered the 5 Ws?
- Format followed?
- Proofed...with a second set (or more) of eyes?
- Take advantage of technical assistance?

Application Submission

- All solicitation criteria responded to?
- Forms and attachments filled out & signed
- Comments and review provided?
- Timely submission?
- Competitive or non-competitive review process?
- Letters of support?
- Follow-up

BJA's Tribal Justice Programs (www.ojp.usdoj.gov/BJA)

- Indian Alcohol and Substance Abuse Program
- Tribal Courts Assistance Program
- Construction of Correctional Facilities on Tribal Lands Discretionary Grant Program

Tribal Courts Assistance Program (TCAP)

- Provides federally recognized tribes with resources to develop/implement/enhance the operation of tribal justice systems.
- Competitive application processes conducted in FY 1999, 2001, 2003, 2004, 2005, and 2006.
- Disseminated more than 300 awards and provides national, regional, and local training and technical assistance venues benefiting grantees and non-grantees alike.

TCAP/Recent Accomplishments

- Annually delivers up to 35 local and regional training events.
- Recently conducted assessments of tribal justice systems in Alaska and California.
- Planned/conducted 3 significant Gatherings for Tribal Justice Leaders in Anchorage (AK), Washington, DC, and Green Bay (WI) involving officials from upward of 300 American Indian and Alaska Native communities.
- Ongoing publication development.
- National Restorative Justice Conference planned for 2007.

Indian Alcohol and Substance Abuse Program (IASAP)

"Provides resources to plan, develop, implement, or enhance holistic tribal justice strategies to control and prevent crime involving alcohol and substance abuse."

IASAP Objectives

- Establish an advisory team to plan/implement the tribe's strategy.
- Identify, apprehend, and prosecute individuals who illegally transport, distribute, and use alcohol and controlled substances.
- Prevent and reduce alcohol and substance abuse related crimes, traffic fatalities, and injuries.
- Increase tribal and non-tribal coordination among all levels of government.
- Establish culturally appropriate treatment for offenders and their families.

Construction of Correctional Facilities on Tribal Lands Program

- Funding may be used to construct/renovate correctional facilities used for the incarceration of offenders subject to tribal jurisdiction.
- Since 1996, 26 American Indian and Alaska Native communities have received federal support.
- In FY 2006, BJA is working to finalize current projects and partnering with the BIA to ensure that facilities are granted operational status.

Construction of Correctional Facilities on Tribal Lands Program

- FY 2002 -- \$35,191,000
- FY 2003 -- \$5,000,000
- FY 2004 -- \$2,000,000
- FY 2005 -- \$5,000,000
- FY 2001 -- \$34,000,000
- FY 2006 -- \$9,000,000

Other Resources...

Grants Management

Grants Management The Basics

- Does your grant file contain all documents pertaining to the award?
- Have you received final notification that your budget is approved?
- Does your file contain all approved GANS with back-up documentation?

Grants Management The Basics (Cont'd)

- Are you in compliance with all Special Conditions?
- Have you been timely in the submission of your Categorical Progress and Fiscal Reports?
- Do you maintain a grant-related contact list that provides dates, names, and subject matter?
- Are thorough fiscal records being maintained?

OJP Financial Guide

- Received with the Award Packet
- Updated semiannually
- May be obtained electronically at <http://www.ojp.usdoj.gov/oc>
- Or contact the OJP Office of the Comptroller, Customer Service center at 1-800-458-0786

Financial Status Report - SF269A

- Must be filed within 45 days of the most recent past quarter
- If delinquent, services will be interrupted
- If you have no outlays, incorporate zeroes and file the report
- Penalties for filing late/not filing may include approval to receive fund drawdowns, grant adjustments, and future awards

Categorical Assistance Progress Reports

- Prepared/submitted twice a year
- Describes the performance of activities...
how goals and objectives are being accomplished
- Must also address your program's
Outcome/ Process Measures and
Performance Indicators (GPRA)

Government Performance and Results Act (GPRA), Public Law 103-62

“Grantees are required to collect and report
data that measure the program's results.”

Audits Do Occur Top 10 Findings

- Lack of documentation
- Inadequate monitoring of subrecipients
- Untimely report submissions
- Inadequate time/effort given to completing reports
- Inaccurate financial reports
- Commingling of funds
- Excess cash on hand
- Unallowable costs
- Inappropriate changes
- Conflicts of interest
- Time Sheets

Common Pitfalls

- Lack of understanding regarding the “OJP Financial Guide.”
- Not developing a good working relationship with govt. counterparts.
- Missing fiscal and programmatic deadlines.
- Developing reports at the last minute.
- Not crunching the numbers.
- Maintaining minimal/incomplete fiscal and programmatic records.

FY 2007
Planning Begins Now