



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under OJJDP FY 2007 Tribal Youth Program. This program furthers the Department's mission by providing grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention Act of 2002 to federally recognized tribes and tribal partnerships.

OJJDP FY 2007 Tribal Youth Program

Eligibility

Applicants are limited to federally recognized tribal governments under this program.
(See "Eligibility," page 4.)

Deadline

All applications are due by 8:00 p.m. E.T., on January, 24, 2007.
(See "Deadline: Application," page 4.)

Contact Information

For assistance with the requirements of this solicitation, contact Patrick Dunckhorst, Program Manager, at 202-514-4158 or Patrick.Dunckhorst@usdoj.gov.

This application must be submitted through Grants.gov. The funding opportunity number is OJJDP-2007-1494. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

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OJJDP FY 2007 Tribal Youth Program

CFDA # 16.731

Overview

The Tribal Youth Program (TYP) supports and enhances tribal efforts to prevent and control delinquency and improve the juvenile justice system for American Indian/Alaska Native (AI/AN) youth. It is authorized under 42 U.S.C. 5665.

TYP is part of the Indian Country Law Enforcement Initiative, a joint initiative of the U.S. Departments of Justice (DOJ) and the Interior to improve law enforcement and the administration of criminal and juvenile justice in Indian country. Many of the 1.9 million American Indians living on or near Indian lands lack sufficient law enforcement services. Indian communities face chronic under funding for their justice systems, lack access to meaningful training for law enforcement and justice personnel, and lack comprehensive programs that focus on preventing juvenile delinquency, providing intervention services, and imposing appropriate sanctions.

Although violent crime arrest rates have declined throughout the United States, they continue to rise in Indian country. According to the Bureau of Justice Statistics' publication *American Indians and Crime, A BJS Statistical Profile, 1992–2002* (Perry, 2004), American Indians experience violent crime at a rate twice that of the general population. Of particular concern to tribes and the federal government, especially the Office of Juvenile Justice and Delinquency Prevention (OJJDP), is the increasing number of violent crimes committed by and against juveniles in Indian country. Thus, the Indian Country Law Enforcement Initiative and OJJDP seek to enhance law enforcement in Indian country and improve the quality of life in tribal communities as a means to address these problems. Since fiscal year (FY) 1999, OJJDP has awarded 270 grants to tribes throughout the nation to develop and implement culturally sensitive delinquency prevention programs, alcohol and substance abuse prevention programs, interventions for court involved youth, and improvements to the juvenile justice system. Since FY 2003, OJJDP has awarded cooperative agreements to federally recognized tribes.

Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take up to several weeks 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. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., January 24, 2007.

Eligibility

OJJDP encourages federally recognized tribes and tribal partnerships, when appropriate, to apply for TYP funding. Only federally recognized tribes who do not have an active TYP or TYP Mental Health grant from OJJDP on October 1, 2007, are eligible to apply. Although tribes may contract for services with other organizations, only federally recognized tribes whose names appear in Volume 70, Number 226, of the *Federal Register* (pp. 71194-98) are eligible to receive a cooperative agreement award.

If two or more tribes are applying as a partnership, one tribe must be clearly identified as the “primary agency” for purposes of correspondence, awards, and management. When applying as a partnership, applicants must identify a total service population in the Project Abstract section of the application (see “Project Abstract,” page 11).

- **Restriction for Certain Tribes**

Applicants are advised that they may not use funds awarded through this program for tribal or village courts or law enforcement officers for the tribes listed below, pursuant to Pub. L. No. 108–199, sec. 112(a)(1). The following tribes are subject to the above restriction on use of funds: (1) tribes in which fewer than 25 Native members live in the village year round; and (2) tribes that are located within the boundaries of the Fairbanks North Star Borough, the Matanuska Susitna Borough, the Municipality of Anchorage, the Kenai Peninsula Borough, the City and Borough of Juneau, the Sitka Borough, and the Ketchikan Borough.

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 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.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements," page 19.

Program-Specific Information

TYP supports and enhances tribal efforts to prevent and control delinquency and improve the juvenile justice system for AI/AN youth. OJJDP will award cooperative agreements for direct service prevention programs to federally recognized tribes to develop and implement culturally sensitive delinquency prevention programs, alcohol and substance abuse prevention programs, interventions for court-involved youth, and improvements to the juvenile justice system. Applicants are required to submit a plan for evaluating the project.

- **Award Information**

OJJDP will award 4-year cooperative agreements (budget and project periods) to federally recognized tribes only. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

OJJDP bases the amount of TYP funding on population data from the U.S. Census 2000 (see <http://www.census.gov/population/www/cen2000/phc-t18.html>).

Tribes with 6,000 or fewer residents on or near the reservation may apply for awards of up to \$300,000; tribes with 6,001 or more residents on or near the reservation may apply for awards of up to \$400,000.

Federally recognized tribes with populations of 100,000 or more are eligible to apply for more than one award at \$400, 000 per 4-year period. Each application must represent different communities that are geographically separated from one another but within the tribe's jurisdiction.

Of the funding that Congress appropriates for the Tribal Youth Program in FY 2007, OJJDP will use 10 percent to support program related research, evaluation, and statistics; 2 percent to provide training and technical assistance to tribal programs; and the remaining funds for discretionary grants, program support, and to enhance other tribal efforts.

Other conditions that applicants should be aware of include the following:

- **Tribal Resolution and Memorandum of Understanding**

Before awarding cooperative agreements, OJJDP requires applicants to submit a signed copy of the tribal resolution. OJJDP will not award a cooperative agreement if an applicant does not submit a signed tribal resolution supporting the FY 2007 application.

If an applicant applies as a partner with other federally recognized tribes, OJJDP will require that applicant to submit a signed Memorandum of Understanding (MOU) that includes an outline of each partner's roles and responsibilities. Before an applicant receives a cooperative agreement, OJJDP will require that applicant to submit a signed MOU. If an applicant fails to submit the document on request, OJJDP will eliminate the applicant from consideration.

- **Training and Technical Assistance**

OJJDP will provide recipients of TYP cooperative agreements with training and technical assistance to facilitate program planning, enhancement, evaluation, and implementation. OJJDP will provide further information on this resource after awards are made.

Match Requirement: Match is not required for this program.

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.

OJJDP requires all funding recipients to report on the following mandatory performance measures prior to program implementation, seminannually during the project period, and at the end of the project period.

Objective	Performance Measures	Data Grantee Provides
<p>To prevent and control delinquency and improve the juvenile justice system.</p> <p>Provide prevention services to impact risk factors for delinquency, including risk factor identification, anti-gang education, youth gun violence reduction programs, truancy prevention programs, school dropout prevention programs, afterschool programs, and/or parenting education programs.</p>	<p>Prevention (Direct Service Program)</p> <p>Number of program youth and/or families served.</p> <p>Number of service hours that program youth and/or families have completed.</p> <p>Percentage of program youth who offend or reoffend (arrested/rearrested).</p> <p>Percentage of program youth and/or families exhibiting desired change in targeted behaviors (i.e. substance use, antisocial behavior, truancy, gang involvement, etc.).</p>	<p>Prevention (Direct Service Program)</p> <p>Number of program youth and/or families served.</p> <p>Number of service hours that program youth and/or families have completed.</p> <p>Number of program youth who offend or reoffend, compared to total number of program youth.</p> <p>Number of program youth and/or families exhibiting desired change in targeted behaviors, compared to total number of program youth and/or families involved.</p>

<p>Provide interventions for court-involved tribal youth, including graduated sanctions, restitution, diversion, home detention, foster and shelter care, and/or mentoring.</p>	<p>Intervention (Direct Service Program)</p> <p>Number of program youth and/or families served.</p> <p>Number of service hours that program youth and/or families have completed.</p> <p>Percentage of program youth who offend or reoffend (arrested/rearrested).</p> <p>Percentage of program youth and/or families exhibiting desired change in targeted behaviors (i.e. substance use, antisocial behavior, truancy, gang involvement, etc.).</p>	<p>Intervention (Direct Service Program)</p> <p>Number of program youth and/or families served.</p> <p>Number of service hours that program youth and/or families have completed.</p> <p>Number of program youth who offend or reoffend, compared to total number of program youth.</p> <p>Number of program youth and/or families exhibiting desired change in targeted behaviors, compared to total number of program youth and/or families involved.</p>
<p>Improve the tribal juvenile justice system, including developing and implementing indigenous justice strategies, tribal juvenile codes, tribal youth courts, intake assessments, advocacy programs, and gender-specific programming and enhancing juvenile probation services and/or reentry programs.</p>	<p>Tribal Juvenile Justice System Improvement</p> <p>Percentage of program staff trained.</p> <p>Percentage of program staff exhibiting increased knowledge of the program area.</p> <p>Percentage of youth satisfied with the program.</p> <p>Percentage of families satisfied with the program.</p> <p>Percentage of staff satisfied with the program.</p>	<p>Tribal Juvenile Justice System Improvement</p> <p>Number of program staff trained compared to the total number of program staff.</p> <p>Number of program staff exhibiting increased knowledge of the program area compared to total number of program staff.</p> <p>Number of youth satisfied with program compared to total number of program youth.</p> <p>Number of families satisfied with the program compared to total number of families in the program.</p> <p>Number of staff satisfied with the program compared to total number of program staff.</p>
<p>Provide alcohol and drug abuse prevention programs, including drug and/or alcohol education, drug testing, and screening.</p>	<p>Alcohol and Drug Abuse Prevention Programs</p> <p>Number of program youth and/or families served.</p>	<p>Alcohol and Drug Abuse Prevention Programs</p> <p>Number of program youth and/or families served.</p>

<p>Provide mental health program services, including development of comprehensive screening tools, crisis intervention, intake assessments, therapeutic services, counseling services for co-occurring mental health and substance abuse disorders, drug testing, referral services and placement services.</p>	<p>Number of service hours that program youth and/or families have completed.</p> <p>Percentage of program youth who relapse.</p> <p>Percentage of program youth and/or families exhibiting the desired change in targeted behaviors (i.e. alcohol and substance use, etc.).</p> <p>Mental Health Program Services</p> <p>Number of mental health program youth and/or families served.</p> <p>Number of service hours that mental health program youth and/or families have completed.</p> <p>Average length of stay in the program.</p> <p>Number of cases closed.</p> <p>Number of mental health program youth and/or families screened/evaluated.</p> <p>Number of mental health program youth and/or families with formal psychological/psychiatric evaluations.</p> <p>Percentage of successful mental health program completion among program participants.</p> <p>Number of juvenile delinquency incidents occurring among mental health program participants.</p>	<p>Number of service hours that program youth and/or families have completed.</p> <p>Number of program youth who relapse compared to total number of program youth.</p> <p>Number of program youth and/or families exhibiting the desired change in targeted behaviors, compared to total al number of program youth and/or families.</p> <p>Mental Health Program Services</p> <p>Number of mental health program youth and/or families served.</p> <p>Number of service hours that mental health program youth and/or families have completed.</p> <p>Total number of days between intake and program exit across all mental health program youth exiting program.</p> <p>Number of cases closed.</p> <p>Number of mental health program youth and/or families screened/evaluated.</p> <p>Number of mental health program youth and/or families with formal psychological/psychiatric evaluations.</p> <p>Number of successful mental health program completion among program participants, compared to total number of program participants.</p> <p>Number of juvenile delinquency incidents occurring among mental health program participants.</p>
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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.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.731, titled “Tribal Youth Program,” and the funding opportunity number is OJJDP-2007-1494.

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 www.dunandbradstreet.com. Individuals are exempt from this requirement.

Authorized Signature *must* be signed by the tribal chairperson, president, or governor.

What an Application Must Include

Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most federal agencies, following the instructions it provides.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages “1 of 25,” “2 of 25,” and so forth.) OJJDP may deem applications that do not adhere to the required format to be ineligible and may not forward them to peer review.

The program narrative must address the following selection criteria: (1) project abstract, (2) statement of the problem/program narrative, (3) impact/outcomes and evaluation, (4) project/program design and implementation, and (5) capabilities/competencies. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be

addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Project Abstract**

Applications must include a one-page project abstract of no more than 250 words that addresses the following points in the order listed:

(1) Identification as a federally recognized tribe. (The applicant's tribe name must appear in volume 68, number 234 of *The Federal Register* (pp. 68179-68184).

(2) Tribal population listed in the 2000 Census.

(3) The categories under which the applicant is applying (see "Program Categories," below).

(4) Ages of the juveniles that the project will serve.

(5) Number of juveniles (age 17 and younger) that the project will serve.

(6) Location of the project (name of reservation/state).

(7) Type of setting (e.g., school, detention center, recreation program).

(8) Type of project (e.g., prevention, afterschool, school based, court involved youth, year round, mental health, substance abuse). A brief narrative should describe how the planned activities will address up to two categories (see "Program Categories," below).

(9) A statement of support that the tribe has passed in support of this application. If the tribe has not passed a resolution, indicate the date that such approval is expected (see "Tribal Resolution and Memorandum of Understanding," page 5).

(10) Brief description of the type of government structure of the tribe. (e.g., elected, appointed, duration of terms).

Program Categories. Those applying for funding must clearly identify no more than two of the following categories in the project abstract as the focus of their application for funding:

Provide prevention services to impact risk factors for delinquency, including risk factor identification, anti-gang education, youth gun violence reduction programs, truancy prevention programs, school dropout prevention programs, afterschool programs, and/or parenting education programs.

Provide interventions for court-involved tribal youth, including graduated sanctions, restitution, diversion, home detention, foster and shelter care, and/or mentoring.

Improve the tribal juvenile justice system, including developing and implementing indigenous justice strategies, tribal juvenile codes, tribal youth courts, intake

assessments, advocacy programs, and gender-specific programming and enhancing juvenile probation services and/or reentry programs.

Provide alcohol and drug abuse prevention programs, including drug and/or alcohol education, drug testing, and screening.

Provide mental health program services, including development of comprehensive screening tools, crisis intervention, intake assessments, therapeutic services, counseling services for co-occurring mental health and substance abuse disorders, drug testing, referral services and placement services.

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction that this project will address. The applicant must discuss the types and the number of incidents of juvenile delinquency in the geographic area that the proposed project will serve. The discussion must include:

A clear statement that describes the problems that the proposed project will address and includes any relevant information that supports that description, such as truancy and dropout rates, delinquency rates, and poverty and education levels, etc.

The specific age range that the project will target.

The number of juveniles that the proposed project will serve.

A description of the geographic area (e.g., reservation, pueblo, rancheria, village) that the proposed project will serve.

- **Impact/Outcomes and Evaluation**

Goals, Objectives, and Deliverables. Applicants must describe the goals of the proposed project and identify its objectives. When formulating project goals and objectives, applicants should bear in mind the performance measures that OJJDP requires (see "Performance Measures, page 12).

The applicant should clearly define the goal (i.e., the statement of what the applicant wishes to achieve) and measurable objectives (i.e., the steps the applicant will take toward meeting the goal) and provide specific deadlines for completion.

Both performance and outcome objectives should be provided.

Performance objectives define the essential parts of the implementation process. For example, "Hire TYP Coordinator to expand afterschool activities for 50 at-risk youth from October 1, 2006, to September 30, 2007."

Outcome objectives define the results to be achieved. They describe changes that participant groups demonstrate. For example, "To reduce juvenile arrest rates by 10 percent from October 1, 2006, to September 30, 2010."

Performance Measures. Award recipients are required to collect and report data in support of performance measures. (See “Performance Measures,” page 6.) Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see “Project/Program Design and Implementation,” below) associated with this grant.

To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. For each of the sixteen JADG Program Purpose Areas, OJJDP has identified at least one mandatory measure and several optional measures that the grantee will report. To determine those that apply to your application, visit ojjdp.ncjrs.gov/grantees/performance.html.

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use to implement the proposed program. Applicants should also develop a program design that will facilitate the gathering of data on the required performance measures (see “Performance Measures,” above).

This section should outline a project design that is sound and contains activities directly linked to the achievement of the project’s objectives. Applicants must explain the activities they are proposing in the context of juvenile delinquency prevention, intervention, and/or system improvement (depending on which of the five categories the applicant has selected (“Program Categories,” page 11). Applicants should describe how they will identify the AI/AN youth they will serve/treat. This section should describe in detail the “who,” “what,” “where,” “when,” and “how” of the project. The project design should also include a description of any federal or nonprofit programs or services that will collaborate with the proposed TYP project.

Applicants should describe their plan for establishing a project advisory board, which may be either an existing or newly formed group. (Note: A project advisory board is most often comprised of elected officials, service providers, and key community stakeholders.) The board’s mission is to plan, implement, and monitor the project’s strategies to address the stated cooperative agreement funding areas.

The applicant should describe the community linkages that the project will establish to support the program. (Community agencies and organizations may include, but are not limited to, businesses, tribal elders, youth, educational/vocational entities, churches, health and mental health agencies, hospitals, media outlets, social service agencies, and universities/colleges.)

Award recipients should demonstrate their program's effectiveness to potential private, state, and local funding sources to develop the resources necessary to sustain the program after the implementation grant expires.

Timeline. The application must include a timeline that indicates when the applicant will initiate and complete specific tasks throughout the project period from October 1, 2007, to September 30, 2011. The applicant must refer to the timeline, as appropriate, in the narrative.

Evaluation plan (two-to-five pages). OJJDP requires applicants to conduct both a process and an outcome evaluation and to collect and maintain the key data necessary to support both types of evaluations.

Applicants are to present a plan for evaluating their project. Applicants must allocate up to 10 percent of the total budget to local evaluation efforts for each of the 4 years of the cooperative agreement.

The local evaluation design should include process measures and measurable outcomes. Process measures describe what was done, how it was done, and to whom and for whom it was done. Measurable outcomes measure the effect of activities, curriculums, and programs. Goals are generally broad outcome measures (e.g., provide juvenile delinquency program), and objectives are usually tied to a specific activity or program outcome (e.g., reducing juvenile delinquency by 10 percent each year).

In developing the evaluation plan, it should be born in mind that:

- (1) Applicants should demonstrate how the evaluation will form an integral part of their project planning and implementation activities.
- (2) The design should be consistent with the goals, objectives, and performance indicators of the proposed project and whether goals and objectives are met.
- (3) The design should provide necessary levels of autonomy and independence to collect, analyze, and report on data.
- (4) The applicant should describe the methods they plan to use to collect, store, and maintain adequate data to support the project's operations as well as the process and outcome evaluations.
- (5) Applicants should describe the nature of any planned MIS, including staffing, hardware and software, standardized data collection forms, routine reports, and statistical analysis capabilities.
- (6) Applicants should discuss plans for data-sharing agreements with treatment service providers and other agencies. OJJDP expects all applicants to adhere to applicable local, state, and federal confidentiality guidelines and requirements regarding any treatment program or court records.
- (7) Applicants should show if and to what extent the project is producing intended effects with the targeted population.
- (8) The design must allow for the accurate and timely collection of Government Performance and Results Act data.

Process evaluation. The data collection plan must enable the project to summarize its basic operations, service delivery, client characteristics, and treatment outcomes.

The applicant should describe how the evaluation will include both qualitative and quantitative information, how the process evaluation will assist the project in assessing the effectiveness of its operations and ability to meet its goals and objectives, and how the applicant could use the findings to change and improve the program's operations.

The process plan should incorporate measurable program goals and objectives. Examples include number and type of target population screened and selected, program completion rates, average time in program, retention rates, percentage of participants arrested or rearrested during program participation, amount and type of services received, and percentage of participants employed, still in school or graduated from school after 1 year.

Outcome evaluation. OJJDP requires applicants to provide a feasible plan for collecting data and analyzing the impact of their project. This plan should include the number and types of participant activities and the number of participants in each activity as well as recidivism data (baseline and ongoing), over the 4-year life of the grant. OJJDP will request and the applicant will submit this analysis annually during the July Categorical Assistance Progress Report period.

The evaluation must collect data in support of the performance measurements, (see "Performance Measures," page 12).

OJJDP is developing a national TYP evaluation. Applicants selected for funding under the TYP Initiative should be prepared to cooperate in the national evaluation. OJJDP will provide technical assistance, if needed.

Designating the First Year of Award as a Planning Year

Many newly-funded projects may benefit if they are granted a program start-up period during which they can develop and establish evaluation and data-related designs, data collection instruments and forms, procedures, and partnering agreements with local organizations that can assist them in meeting the program evaluation and performance management-related requirements under this award. Beginning with the FY 2006 Program Announcement, OJJDP is allowing applicants to designate the first year of the 4-year award as a "planning year". During this planning year, newly-funded applicants can request training and technical assistance to assist them in developing a comprehensive strategic plan and the capacity to collect and utilize program evaluation and performance management (PE/PM) data during the remaining 3 years of the award. Applicants requesting the planning year option must submit a 4-year strategic plan that identifies key strengths, threats, and opportunities in implementing and evaluating the goals and objectives of their applications. OJJDP expects programs that select the planning year option to utilize their resources to achieve specific PE/PM milestones as listed below. Upon providing evidence to the TYP Project Officer that these milestones have been achieved, the program will enter the Implementation Phase where it will remain for the duration of the award period.

OJJDP expects applicants requesting a planning year to achieve (and document) the following milestones during that period:

- (1) The program has constructed a program logic model, describing its inputs, activities, outputs, and short and long-term outcomes.
- (2) The program has identified specific, measurable indicators for its outputs, and short and long-term outcomes.
- (3) The program has identified specific performance measures for these outputs and outcomes.
- (4) The program has identified sources of data for each of these PE/PM output and outcome indicators.
- (5) When the data must come from other organizations or agencies, the program has established a Memorandum of Understanding with each one to assure access to and timely receipt of appropriate data.
- (6) The program has identified and established a partnership with an individual or organization to assist it in evaluating this program.
- (7) The program has developed forms or identified data collection instruments to enable it to collect its data.
- (8) The program has established a systematic data collection and monitoring procedure that enables it to track client identification, enrollment, services delivered, exit/termination (including reason), referrals at exit, and client follow-up.
- (9) The program has conducted a preliminary pilot test of its data collection procedures.

OJJDP will consider programs that do not request the planning year option to be in an implementation phase. If an applicant does not choose to request the designation of the first year of an award as a planning year, they must include a comprehensive 4-year strategic plan as part of the application and must provide documentation of attainment of the above milestones as part of their Evaluation Plan. Applicants should base the comprehensive plan upon the results of an assessment that describes community needs, community capacity, and available community resources. The plan will serve as a basis for monitoring progress toward program implementation and a design for evaluating progress toward implementation and the data that will be required to do so should be described.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

Project management and overall organizational capability demonstrate the applicant's ability to operate and support the project successfully. The application must describe the positions that the grantee will fund and qualifications that the grantee will require of

newly hired employees. Applicants must ensure that the tasks delineated in the project timeline are adequately staffed (“Project/Program Design and Implementation,” page 13). Applicants must include résumés and position descriptions for key personnel as stipulated in “Other Attachments,” page 17. Applications must provide for fiscal control and accounting procedures that ensure the prudent use and proper disbursement and accounting of project funds.

Applicants must demonstrate organizational capacity and the existence of a management structure that will support the achievement of the proposed project’s goal and objectives in an efficient and cost-effective manner. Applicants should include a description of any similar programs and services they have provided previously.

- **Budget and Budget Narrative**

Applicants must provide a 4-year budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; (3) includes the total federal request; and (4) provides a brief supporting narrative to link costs with project activities.

The applicant must explain how funded activities will address at least one, and no more than two, of the following categories: (1) provide prevention services to impact risk factors for delinquency, (2) provide interventions for court-involved tribal youth, (3) improve the tribal juvenile justice system, (4) provide alcohol and drug abuse prevention programs, and (5) provide mental health programs services (for more information, see “Program Categories,” page 11).

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at www.ojp.usdoj.gov/Forms/budget.pdf.

The Budget Detail Worksheet must address and include the following requirements:

- (1) Travel costs for up to two persons (1) attend a mandatory, one-time, OJJDP-sponsored national TYP orientation meeting in year one. This meeting is held in Washington, DC.
- (2) Travel costs for up to two persons to attend three annual OJJDP-sponsored TYP regional cluster meetings, beginning with the second year at locations to be determined.
- (3) The purchase of one computer system with Internet access and e-mail capability to be dedicated to TYP operations, if one is not already available. Applicants must specify that they already have access to a computer with Internet access and e-mail capability in the application if they do not include funding for a computer system in their budget request.

(4) If the applicant has identified an indirect cost as part of the budget, OJJDP will require the applicant to submit the official indirect cost agreement letter before the Office will award a cooperative agreement. OJJDP will not fund applicants who fail to submit the required indirect cost agreement.

(5) A set aside of at least 10 percent of the total budget to complete evaluation requirements. Applicants must identify how they will collect data for the performance measures (see "Performance Measures," page 12).

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Construction costs are prohibited under this cooperative agreement. However, OJJDP will consider on a case-by-case basis construction costs tribes incur as an incidental and a necessary part of a program and limited to renovations, remodeling, maintenance, and repairs that do not constitute capital expenditures. Such costs may not exceed 10 percent of the project's total costs.

The budget summary should provide a combined 4-year budget broken down by budget category. All funds listed in the budget will be subject to audit.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application, as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt).

While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information other than that specified below.

- Résumés for all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Tribal resolution. To receive an award, the applicant, on request, must submit a signed tribal resolution supporting the FY 2007 application (see "Tribal Resolution and Memorandum of Understanding," page 5).

- **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity (“service area”) in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)
ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)
ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (15 points)
- Impact/Outcomes and Evaluation (20 Points)
- Project/Program Design and Implementation (30)
- Capabilities/Competencies (20)
- Budget (15 Points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers’ ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards.

Additional Requirements

Supplanting prohibition. Tribes must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. OJJDP will subject potential supplanting to monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recouping of monies provided under this cooperative agreement, and civil and criminal penalties.

- 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
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.