



The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP), is requesting applications for OJJDP FY 2007 Tribal Youth Program Training and Technical Assistance. The recipient of this award will provide training and technical assistance to enhance the capacity of Tribal Youth Program grantees and American Indian and Alaska Native communities to develop and implement comprehensive systemwide approaches that prevent, reduce, and control juvenile delinquency, thereby increasing the overall safety of tribal communities.

## **OJJDP FY 2007 Tribal Youth Program Training and Technical Assistance**

### **Eligibility**

OJJDP invites applications from public and private agencies, organizations, institutions, and individuals experienced in effective training and technical assistance efforts in American Indian Tribes and Alaska Native communities, including eligible tribal organizations. (See "Eligibility," page 3.)

### **Deadline**

All applications are due by 8:00 p.m. E.T., on March 5, 2007.  
(See "Deadline: Application," page 3.)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Ruby Qazilbash, Program Manager, at 202-305-6982 or [ruby.qazilbash@usdoj.gov](mailto:ruby.qazilbash@usdoj.gov).

This application must be submitted through [Grants.gov](http://Grants.gov). The funding opportunity number is OJJDP-2007-1568. 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 Training and Technical Assistance CDFA Number 16.731

## Overview

The purpose of OJJDP FY 2007 Tribal Youth Program Training and Technical Assistance is to provide training and technical assistance to the grantees of the Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) Tribal Youth Program (TYP); American Indian tribes, as defined in 25 U.S.C. 450(b)e; and Alaska Native communities (hereafter collectively referred to as tribal communities). TYP Training and Technical Assistance is designed to help tribal communities develop comprehensive, systemic approaches to reducing juvenile delinquency, violence, and child victimization and to increasing the safety of tribal communities.

## Registration

Registering with [Grants.gov](http://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](http://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](http://Grants.gov).**

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., March 5, 2007.

## Eligibility

OJJDP invites applications from public and private agencies (including secular and faith-based nonprofit organizations), organizations, institutions, and individuals experienced in training and technical assistance efforts in Indian country. The applicant must show evidence of broad-based expertise with tribal issues, training and technical assistance activities. Private, for-profit organizations must agree to waive any profit or fee. Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly designated as the primary applicant (for correspondence, award, and management purposes) and the others designated as co-applicants. In an instance of two or more eligible applicants filing one application jointly, each applicant must also demonstrate experience in providing training and technical assistance (hereafter T&TA) in Indian country.

**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, tribal, 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" in this announcement.

## **Program-Specific Information**

The successful applicant will consult with the TYP grant manager, who will provide input and guidance on training topics, publications, manuals, training conferences, selection of grantees for site visits, and other substantive issues and deliverables.

- **Award Information**

OJJDP will award a cooperative agreement of up to \$600,000 per year. The initial award period for this grant program is 12 months, with the potential for an additional 24 months of funding. Supplemental funding is contingent upon the grantee's performance, progress toward long-term goals, the success of the project, and the availability of federal funds.

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. **The anticipated start up date for this program is July 1, 2007.**

Providing training and technical assistance to tribal communities can be challenging. As

of 2007, there are 561 federally recognized American Indian tribes,<sup>1</sup> approximately half of which operate and manage their own juvenile justice systems. Other tribes may address juvenile justice and child welfare matters through arrangements with other tribal, county, and State juvenile justice systems, especially in jurisdictions governed by Pub. L. 83-280.<sup>2</sup>

OJJDP expects the technical assistance provider to recognize the significance and complexities of tribal culture and indigenous justice systems and to understand that tribal communities may operate under distinct systems of justice. For example, some tribes have their own juvenile justice systems, whereas others operate through local, county, or State systems. The T&TA provider will often collaborate with several agencies to coordinate efforts to address the needs of tribal communities.

Many tribal communities are geographically isolated, and some can only be reached by unconventional methods of transportation. It is not uncommon, for example, to find tribal communities in Alaska that are accessible only by snowmobile, boat, or amphibious plane. Some tribal communities can only be reached by driving several hundred miles on unpaved roads. Geographic isolation affects the level of services that are needed, such as access to information and technology. Tribes located near towns or urban areas are more likely to have access to current information and technology. Tribal officials in these areas also may find it easier to network with other tribal and juvenile justice practitioners.

Training and technical assistance needs vary considerably by tribe. Some tribes have been actively involved in delinquency prevention efforts and need assistance in improving their programs, whereas others are just beginning to address juvenile crime and need help starting the process to reform or develop their juvenile justice systems. In many tribal communities, access to educational opportunities is limited; community members may need training in report writing, grant writing, and program, project, and financial management. In every case, T&TA services must be provided in a culturally sensitive manner by individuals who understand and appreciate tribal history and customs, recognize the importance of indigenous justice systems, and understand juvenile justice issues.

Given the various needs of, and services available in, tribal communities, the provider must be knowledgeable about a breadth of topics, including legal and social issues and promising programs that have proven effective with tribal youth. The successful applicant will be expected to build on the previous accomplishments and activities of the program and to institute a seamless transition. To ensure that quality services will be delivered to the greatest possible number of TYP grantees and tribal communities, OJJDP intends to select a T&TA provider that has the knowledge and skills necessary to maximize the impact of the program.

- Demonstrate collaboration and coordination with other federal agencies such as the Department of Health and Human Services, Department of the Interior's Bureau of

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<sup>1</sup>Federal Register: November 25, 2005 (Volume 70, Number 226)[Notices]  
[Page 71193-71198] From the Federal Register Online via GPO Access  
[wais.access.gpo.gov][DOCID:fr25no05-125]

<sup>2</sup> In States governed by 18 U.S.C. 1162 (Public Law 280), such as California and Alaska, baseline law enforcement services are provided by the State.

Indian Affairs, Department of Housing and Urban Development, and others that have demonstrated techniques that apply to training and technical assistance on juvenile justice and delinquency prevention activities in tribal communities.

- Demonstrate collaboration with national and regional tribal organizations that can provide communications coordination and collaboration opportunities, utilize tribal organizations' resources and expertise to ensure training sessions are culturally sensitive for the tribal communities in areas where training sessions are held, and consult with the tribal organizations and communities to obtain their input beforehand and for the evaluation of training sessions.
- Agree to coordinate with DOJ components to identify training sessions that can be held in conjunction with DOJ-sponsored or other events within a particular region, and closely align with a tribal DOJ-sponsored event wherever and whenever possible.

## 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:

Objective	Performance Measures	Data Grantee Provides
<p>Ensure the successful development and provision of training and technical assistance to tribal communities in the five program categories:</p> <p>Category I. Provide prevention services to impact risk factors for delinquency.</p> <p>Category II. Provide interventions for court-involved tribal youth.</p> <p>Category III. Improve the tribal juvenile justice system.</p> <p>Category IV. Provide alcohol and drug abuse prevention programs.</p> <p>Category V: Provide mental or emotional health assessments.</p>	<p>Percentage of program staff or other relevant youth-serving professionals who participated in the training.</p> <p>Percentage of evaluation/feedback scores above 85 for all training events sponsored annually.</p> <p>Number of onsite training sessions provided.</p> <p>Number of offsite training sessions provided.</p> <p>Number of program staff or other relevant youth-serving professionals who participated in training.</p>	<p>Number of program staff or other relevant youth-serving professionals who participated in the training, compared to total number of program staff and youth-serving professionals.</p> <p>Number of evaluation/feedback scores above 85 for all training events sponsored annually, compared to total number of evaluations received.</p> <p>Number of onsite training sessions provided.</p> <p>Number of offsite training sessions provided.</p> <p>Number of program staff or other relevant youth-serving professionals who participated in training.</p>

	Number of T&TA materials developed.	Number of T&TA materials developed.
	Number of technical assistance deliveries.	Number of technical assistance deliveries.

The grantee must document the accomplishment of these measures in the Categorical Assistance Progress Report (CAPR) submitted to OJJDP. The CAPR must include information on all of the above performance indicators.

### 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](http://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-2007-1568.

**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](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

### 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 and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other

Attachments” sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, (4) capabilities/competencies, and (5) coordination/collaboration.

- **Project Abstract**

Applications must include a one-page project abstract.

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

Applicants must clearly demonstrate an understanding of T&TA issues, the needs of tribal communities, and the issues relevant to tribal juvenile justice systems. Applicants must have a working knowledge of tribal government functions and law enforcement and tribal justice systems. In particular, applicants must demonstrate an understanding of juvenile delinquency in American Indian and Alaska Native communities and of the socioeconomic conditions that tribes face when responding to the needs of juveniles and their families. Applicants must also demonstrate an understanding of the importance of race and culture in administering justice-related services and programs. Applicants must be cognizant of intertribal relationships and must address the issues associated with providing technical assistance to tribes and tribal communities whose boundaries encompass multiple jurisdictions involving local, county, State, and Federal governments. Applicants must demonstrate an understanding of tribal-local, State-local, and tribal-Federal relationships. Applicants must also demonstrate their understanding of the implications of sovereignty.

- **Impact/Outcomes and Evaluation**

Applicants should provide information that demonstrates their understanding of the goals and objectives provided in this solicitation.

Applicants must submit plans for tracking and measuring their annual progress toward meeting each goal and objective. Special attention must be paid to the Performance Measurement section (see “Performance Measures,” page 6). A detailed discussion of how outcome measures will be achieved is expected.

**Goal.** The goal of the Tribal Training and Technical Assistance Program is to enhance the capacity of TYP grantees and American Indian and Alaska Native communities to develop and implement comprehensive system-wide approaches that prevent, reduce, and control juvenile delinquency, thereby increasing the overall safety of tribal communities.

**Program Objectives.** The objectives of this program are as follows:

- To assess and address the national T&TA needs of TYP grantees and American Indian and Alaska Native communities related to juvenile justice and delinquency prevention and to recommend a delivery strategy to OJJDP.



- To develop, implement, and enhance T&TA materials and activities, using culturally appropriate methodology.
- To provide training and technical assistance to TYP grantees and American Indian and Alaska Native communities that will build capacity, assess tribal needs, initiate strategic planning, implement appropriate programs, and evaluate program performance, sustain their programs, and effectively report their progress and financial status through the required reports.
- To facilitate mentoring, communication, and information sharing among TYP grantees.
- To provide tribes with local and regional training that will enhance their knowledge and skills.
- To create and maintain a Web-based, T&TA system capable of managing all aspects of a state-of-the-art T&TA program.
- To develop and maintain a listserv of TYP grantees and all federally recognized tribes to disseminate information and provide current contact information to OJJDP as appropriate, and make this list available for other OJP agencies that may wish to share information.
- To develop guidance documents and products that supports the capacity building of TYP grantees and American Indian and Alaska Native communities.

Applicants must demonstrate (1) the ability to develop and direct an OJJDP-based T&TA program in Indian country; (2) expertise in juvenile justice; (3) a working knowledge of Federal, State, tribal, and local relations; (4) an understanding of how tribal governments relate to juveniles; (5) a working knowledge of law enforcement and tribal justice systems; and (6) an understanding of and sensitivity to the complexities of tribal culture and indigenous justice systems. Successful applicants must have substantial experience in producing, modifying, and updating a wide range of practical resource materials and curriculums. Also required is experience in assessing personnel and organizational training needs and in providing onsite technical assistance to address issues described in this solicitation.

**Deliverables.** In addition to the strategy and content of the program design, the following deliverables must be completed during the three-year project period in the years designated below. The program narrative should reflect how the applicant will accomplish the activities for each year. Subsequent deliverables will be developed annually according to need and funding ability. In this T&TA program, the grantee will do the following:

## **Needs Assessment**

### Year One

- Develop a transition work plan that describes how data, materials, and processes from the current service provider will be incorporated into the new program approach, including the collaboration and interface needed during the startup phase.
- Develop a strategic plan (including timelines, performance measures, and benchmarks for measuring internal progress) that specifies which activities will be conducted to achieve the program goals and objectives.
- Develop a plan of action for the T&TA requests from newly-funded applicants to assist in developing a comprehensive strategic plan and the capacity to collect and use program evaluation management data as required by the FY 2007 TYP solicitation.

### Year Two

- Develop a national needs assessment of federally recognized tribes using multiple approaches and translate the findings into a report entitled Tribal Technical Assistance Needs: Recommended Response By Program Year.
- Participate in any OJP sponsored tribal consultation sessions to impart information to federally recognized tribes to receive their recommendations in the development, and completion of the report.

## **Marketing**

### Year One

- Develop a program marketing plan that outlines the development of products and materials that will inform TYP grantees and tribal communities of the available T&TA services.
- Develop marketing and informational materials about program services and events for distribution to TYP grantees and American Indian and Alaska Native communities.
- Coordinate with OJJDP to enhance and update the TYP Web site. Coordinate with OJP to enhance and update the OJP sponsored Tribal Justice and Safety Web site.

### Years Two and Three

- Enhance TYP Web site to include distance learning and training.

### All Years

- Expand and update the listserv to maintain a system of monthly communications with tribes on current issues, funding possibilities, research, and relevant information.

## **Technical Assistance**

### Year One

- Develop training, technical assistance, and evaluation protocols based on the OJJDP Core Performance Standards to ensure consistency and quality of service delivery.
- Develop a directory of T&TA experts who possess a variety of skills and abilities that are relevant to the tribal issues identified in the needs assessment available for OJJDP. The experts used by the previous provider should be incorporated into the directory. Ensure that this directory can be shared with other OJP agencies to enhance overall collaboration with others.
- Coordinate with OJJDP in the development of a Web-based T&TA tracking system that tracks onsite, offsite, and multi-tribe T&TA and includes online request functions, approval status, dates, locations, consultant selections, estimated costs, curricula, reports, and evaluation data. Ensure that this monitoring information can be shared with other OJP agencies to enhance overall collaboration with others.

### Years Two and Three

- Develop a minimum of four guidance documents or products about current issues, lessons learned from other tribes, current research, and other information that may help tribes improve their juvenile justice and delinquency prevention programs and systems.

### All Years

- Deliver a minimum of 200 working days of onsite technical assistance in response to site visit findings, grantee work plans, and direct requests made by tribes. (A working day is defined as six hours of service.)
- Deliver a minimum of 200 working days of offsite technical assistance, including written, verbal, and electronic information and disseminated materials, as required.
- Deliver a minimum of 75 working days of multi-tribal technical assistance activities that involve the participation of clusters of tribes and others in information dissemination and sharing.

## **Training**

### Year One

- Conduct a two-day training of trainers, yielding a minimum of 25 experts, for delivering T&TA services under this program. The training will cover policies, procedures, reporting, reimbursements, cultural considerations, and specific content areas. (Expenses for participant travel will be paid out of the service provider's budget.)

## Years Two and Three

- Conduct two focus groups on topics to be determined for a minimum of 20 participants. (Expenses for participant travel will be paid out of the service provider's budget.)

## All Years

- Plan, implement, and evaluate an orientation conference for new grantees with a minimum of 60 participants).
- Develop a curriculum for a two-day topical training. Conduct and evaluate in each of the three Tribal Youth Program Regions.

Applicants are encouraged to be realistic in estimating the cost of deliverables and in detailing the implementation schedule. Applicants also are encouraged to be innovative; OJJDP expects applicants to propose alternative approaches to the delivery of training and technical assistance to maximize resources.

- **Project/Program Design and Implementation**

Applicants must present a program design that is specific and constitutes an effective approach to meeting the goals and objectives of the program. The design must include a detailed work plan that describes specific tasks, procedures, timelines, milestones, and products to be completed. The design must indicate how program objectives will be met, how deliverables will be produced, and how both will be measured. The work plan should also include a cohesive, well-developed plan for providing information, products, and other materials to key players in the initiative, which include TYP grantees and federally recognized tribes. The design must provide protocols for assessing T&TA needs and protocols to be used in the delivery and evaluation of services.

Applicants should include a logic model that graphically illustrates how the chosen performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html).

Applicants should include background data that justify the program design and implementation plan and describe a cohesive, well-thought-out plan for effectively providing knowledge and best practices to TYP grantees and American Indian tribes and Alaska Native communities. An application will be deemed competitive if it clearly identifies obstacles to achieving expected results and discusses plans for overcoming those impediments. In the interest of cost-effectiveness, OJJDP will consider recommendations for modifying and enhancing the products and services to be delivered. When such recommendations are made, justification and alternatives should be proposed.

In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or

quarter for the duration of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated under "Other Attachments," page 15.

- **Capabilities/Competencies**

Applicants must describe their organizational capability, including (1) a description of how the organization will manage an OJJDP T&TA program, (2) an established history of delivering training and technical assistance at a national level, (3) a demonstrated capability to produce within a short timeframe a range of general and specific user-friendly and professional technical resource materials, and (4) a discussion of past performance working with tribes and any other involvement that demonstrates management capabilities.

Applicants must describe an organizational framework, a managerial structure, and a staffing approach that have the capacity to work effectively with tribes. Applicants must demonstrate their production and computer capabilities and describe how the applicant will meet the requirements for producing the required guides, curriculums, and program materials. Applicants must describe their knowledge of juvenile justice practices and their past involvement in working with tribes. A consultant pool of experts must be included with staff résumés. Assurance that these individuals will be available when the grant is awarded must be given. Résumés must reflect significant experience and expertise in curriculum design, the development of national T&TA systems, juvenile justice and tribal issues, and other relevant matters. Staff must have experience working with diverse tribes and be able to demonstrate cultural sensitivity.

Personnel working on an OJJDP-funded program must adhere to the requirements of the Office of Justice Program's Financial Guide, which contains the requirements that all grantees must adhere to when using Federal funds. Applicants are expected to describe their understanding of chapter 3, "Conflicts of Interest," and how they will ensure compliance.

- **Coordination/Collaboration**

Applicants must describe their experience in:

- coordinating and collaborating with other federal agencies, and with national and regional tribal organizations.
- ensuring that communications and trainings are culturally relevant and sensitive for the tribal communities which are to receive and benefit from information and services and how they have coordinated and collaborated with other federal agencies and tribal organizations and communities to ensure this cultural relevance and sensitivity.
- coordinating with components of a larger organization and in coordinating and collaborating with other training and technical assistance providers to maximize training opportunities for a common target audience.
- tracking the provision of training and technical assistance provision and coordinating with grantors or contractors in the development of such a system and in

sharing shared tracking information to enhance overall collaboration on services provided the target audience.

### **Budget and Budget Narrative**

OJJDP will award a cooperative agreement of up to \$600,000 per year. The initial award for this program is 12 months, with the potential for an additional 24 months of funding. Supplemental funding is contingent on the grantee's performance, progress toward long-term goals, and the availability of federal funds.

Applicants must provide a proposed three year-budget that is complete, detailed, reasonable, and cost effective in relation to the activities to be undertaken and the deliverables to be completed during each of the deliverables to be completed during each year. Applicants must budget clearly for curriculum design and development, T&TA offerings, and other costs associated with this program. Expenses for planning regional workshops and for preparing related tangible T&TA resources to support the tasks of this program (e.g., writing, editing, printing, and mailing curriculums and regional training announcements, registration materials, brochures, etc.) should be included in the budget. Expenses for participants attending T&TA events will only be paid where indicated in the deliverables.

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **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](http://www.ojp.usdoj.gov/Forms/budget.pdf).

- **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 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 worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

### **Indirect Cost Rate Agreement**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their cognizant federal agency. Generally, 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, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/oc/indirectcosts.htm](http://www.ojp.usdoj.gov/oc/indirectcosts.htm).

## Other Attachments

Applicants must submit the following materials as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using “Year 1,” “Month 1,” etc. (See “Sample Project Timelines” at [oijdp.ncjrs.gov/grantees/timelines.html](http://oijdp.ncjrs.gov/grantees/timelines.html).)
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memorandums of understanding (where appropriate).
- **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](mailto:Dennis.Mondoro@usdoj.gov).

## **Selection Criteria.**

Applicants will be evaluated and rated by a peer review panel according to the criteria outlined below. Based on the highest scoring proposals, OJJDP may conduct onsite interviews with up to five applicants.

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 (15 points)
- Project/Program Design and Implementation (30 points)
- Capabilities/Competencies (20 points)
- Coordination/Collaboration (5 points)
- Budget (15 points)

See “Program Narrative,” page 7, 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. Based on the highest scoring proposals, OJJDP may conduct onsite interviews with up to five applicants.

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**

- 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](#)
- Suspension or Termination of Funding
- Government Performance Result Act (GPRA)
- Rights in Intellectual Property

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