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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under its FY 09 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 1974, as amended to federally recognized Indian tribes.

## OJJDP FY 09 Tribal Youth Program

### Eligibility

Applicants are limited to federally-recognized Indian tribal governments.  
(See "Eligibility," page 3.)

### Deadline

Registration with [GMS](#) is required prior to application submission.  
(See "Registration," page 3.)

All applications are due by 8:00 p.m., Eastern Time, on Thursday, May 28, 2009.  
(See "Deadline: Application", page 3.)

### Contact Information

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

This application must be submitted through OJP's [Grants Management System](#) (GMS). The Grants Management System Support Hotline at 1-888-549-9901, option 3.

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2174

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# OJJDP FY 09 Tribal Youth Program (CFDA # 16.731)

## Overview

Part of the Indian Country Law Enforcement Initiative, a joint initiative of DOJ and the U.S. Department of the Interior to improve law enforcement and the administration of criminal and juvenile justice in Indian country, OJJDP's Tribal Youth Program (TYP) supports and enhances tribal efforts to prevent and control delinquency and strengthen the juvenile justice system for American Indian/Alaska Native (AI/AN) youth. This program is authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended and the Department of Justice Appropriations Act, 2009, Pub. L. 111-8.

Many of the 1.9 million American Indians and Alaska Natives 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.

In addition, 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, American Indians experience violent crime at a rate twice that of the general population. Of particular concern to OJJDP is the disproportionate number of violent crimes committed by and against juveniles in Indian country. For example, among American Indians and Alaska Natives age 12 to 17, the victimization rate is significantly higher than for all other racial groups in the same age spectrum. Through its Tribal Youth Program, OJJDP seeks to strengthen law enforcement and improve the quality of life in tribal communities as a means to address these problems. Since fiscal year (FY) 1999, OJJDP has awarded 314 grants to tribes throughout the nation to develop and implement culturally sensitive delinquency prevention programs, interventions for court involved youth, improvements to the juvenile justice system, alcohol and substance abuse prevention programs, and mental health program services.

## Registration

Applicants must register with GMS prior to applying. The deadline to register is 8:00 p.m. Eastern Time on Thursday, May 28, 2009.

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on Thursday, Thursday, May 28, 2009.

## Eligibility

Only federally-recognized Indian tribes who will not have an active TYP award on October 1, 2009, are eligible to apply. Tribes that have a current TYP award and plan to request a no-cost extension that extends the project period beyond October 1, 2009, are ineligible for a new award in FY 2009. Although tribes may contract for services with other organizations, only federally-recognized Indian tribes whose names appear in Volume 73, Number 66, of the

Federal Register (pp.18553-18557) are eligible to receive an award. Applicants who do not meet these criteria are ineligible and will not be considered.

Partnerships of two or more federally-recognized Indian tribes are welcome; however, one tribe must apply on behalf of the partnership and be clearly indicated as the primary applicant (for correspondence, award, and management purposes). When applying as a partnership, applicants must identify a total “service population” in their Project Abstract, as stipulated under “Award Information,” page 5).

- **Subgrant Opportunities for Faith-Based and Other Community Organizations**

Although faith-based and other community organizations are ineligible to apply for TYP, OJJDP encourages federally-recognized Indian tribes to consider such organizations for subgrant awards. Faith-based and other community organizations must be considered for such awards on the same basis as other eligible applicants and, if selected, they must be treated on an equal basis with other subgrantees. No eligible subgrantee should 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 funds passed through a federally recognized tribe retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive subgrant awards. DOJ 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.

- **Restriction for Certain Tribes**

Applicants are advised that no funds awarded through this program may be used for courts or law enforcement officers for a tribe or village in which fewer than 25 Native members live in the village year round or that is 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, pursuant to the Consolidated Appropriations Act, 2004 Pub. L. No. 108-199, Div. B, Title I, Sec. 112.

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under “Additional Requirements” in this announcement.

## **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 grants for direct service prevention programs to federally recognized tribes to develop and implement culturally sensitive delinquency prevention programs, interventions for court-involved youth, improvements to the juvenile justice system, alcohol and substance abuse prevention programs, and mental health program services.

- **Award Information**

OJJDP will make awards of up to \$450,000 for a project period of 4 years. The award amount will cover the entire requested project period. 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 will be awarded no later than September 30, 2009.

OJJDP determines TYP award amounts based on tribal population data from the Bureau of Indian Affairs (BIA) American Indian Population and Labor Force Report (AIPLFR) – 2005 (see <http://www.doi.gov/bia/labor.html> “Service Population: On-or-Near the Reservation & Alaska; Tribal Enrollment, Column A”).

- Tribes with 1,500 or fewer residents located on or near the reservation may apply for one 4-year award of up to \$250,000. All eligible applications received from tribes with a service population of 1,500 or fewer residents will receive separate peer-review consideration from all other TYP applications.
- Tribes with 1,501 to 6,000 residents located on or near the reservation may apply for one 4-year award of up to \$350,000. All eligible applications received from tribes with a service population of 1,501 to 6,000 residents will receive separate peer-review consideration from all other TYP applications.
- Tribes with 6,001 or more residents located on or near the reservation may apply for one 4-year award of up to \$450,000. All eligible applications received from tribes with a service population of 6,001 or more residents will receive separate peer-review consideration from all other TYP applications.
- The following tribes are eligible to apply for more than one TYP award because their population exceeds 100,000 members (per the AIPLFR-2005): Navajo Nation, Cherokee Nation of Oklahoma, and Choctaw Nation of Oklahoma. Individual applications from these tribes must represent a tribal community identified in the AIPLFR-2005. Communities must determine their award amount eligibility based on service population data from the Bureau of Indian Affairs (BIA) American Indian Population and Labor Force Report (AIPLFR) – 2005 (see <http://www.doi.gov/bia/labor.html> “Service Population: On-or-Near the Reservation & Alaska; Tribal Enrollment, Column A”) and in accordance with the tribal service population thresholds described above (i.e., less than 1,500 residents, 1,501 to 6,000 residents, or 6,001 or more residents).

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

- **Tribal Resolution**

OJJDP requires that all applications must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the application is submitted by a tribal consortium on behalf of two or more tribes, or the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. Note: Applicants unable to provide a signed tribal resolution by the application deadline must contact OJJDP prior to the application deadline to request an

extension for submitting the tribal resolution ONLY. The applicant must provide compelling justification for the extension request. The application is due Thursday, May 28, 2009.

- **Memorandum of Understanding**

In addition to an authorizing resolution, if an applicant applies as a partner with other federally recognized tribes, OJJDP requires that applicant to submit a signed Memorandum of Understanding (MOU) that includes an outline of each partner's roles and responsibilities. If an applicant fails to submit a signed MOU as part of their application, OJJDP will eliminate the applicant from funding consideration. Any applicable MOU should be submitted as a separate attachment as stipulated in "Other Attachments," page 17.

- **Training and Technical Assistance**

OJJDP will provide recipients of TYP grants with training and technical assistance to facilitate program planning, enhancement, implementation, and evaluation.

All awarded applicants are required to attend a one-time, mandatory, OJJDP-sponsored Tribal New Grantee Orientation meeting held in year one of the project in Washington, DC. Applicants are also required to attend an annual OJJDP-sponsored, TYP regional training held in years two, three, and four of the project. OJJDP will make every effort to align training and technical assistance opportunities with the Tribal, Justice, Safety and Wellness sessions to afford grantees cross-cutting training opportunities and collaboration.

In addition in the first year of the project, OJJDP will provide newly-funded grantees mandatory, intensive training and technical assistance to help them develop a comprehensive strategic plan and the capacity to collect and utilize performance management and program assessment data. This training and technical assistance includes a mandatory Strategic Planning Training in year 1 of the project. At the conclusion of the first year of the grantee's project period (September 30, 2010), OJJDP requires awardees to submit an approved strategic plan that outlines their comprehensive plan to implement, monitor, and sustain the goals and objectives of their applications and documents the achievement of designated milestones.

OJJDP will provide further information about training and technical assistance to successful applicants after awards are made.

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

**Match Requirement.** Match is not required for this program.

## Performance Measures

To assist in fulfilling DOJ’s responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures, outlined in the table below, for which applicants selected for funding will be required to submit data during the project period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures, and must discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantees Provide
<p>The goal of the Tribal Youth Program is to assist eligible funding recipients to prevent and control delinquency and improve the juvenile justice system in tribal communities. Below is a summary of objectives by activity category:</p>	<p>The following are mandatory measures for TYP funding recipients, by program activity category.</p>	<p>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance measures data. For detailed information on specific measures and resources, see OJJDP’s Performance Measures Web Page (<a href="http://ojjdp.ncjrs.gov/grantees/pm">http://ojjdp.ncjrs.gov/grantees/pm</a>)</p>
<p><b>Categories 1 and 2:</b></p> <p><b>Prevention and/or Intervention Programs (Direct Service Programs)</b></p> <p>To provide prevention services to impact risk factors for delinquency.</p> <p>To provide interventions for court-involved tribal youth, (e.g., graduated sanctions, restitution, diversion, home detention, foster and shelter care).</p>	<p><b>Categories 1 and 2:</b></p> <p><b>Prevention and/or Intervention Programs (Direct Service Programs)</b></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>Percent of program youth who offend or reoffend (arrested/rearrested).</p> <p>Percent of program youth and/or families exhibiting desired change in targeted behaviors (i.e., substance use, antisocial behavior, truancy, gang involvement, etc.).</p>	<p><b>Categories 1 and 2:</b></p> <p><b>Prevention and/or Intervention Programs (Direct Service Programs)</b></p> <p><i>During the reporting period:</i></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.</p> <p>Number of program youth and/or families exhibiting desired change in targeted behaviors.</p>

<p><b>Category 3: Tribal Juvenile Justice System Improvement</b></p> <p>To 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 reentry programs.</p>	<p><b>Category 3: Tribal Juvenile Justice System Improvement</b></p> <p>Percent increase in number of program staff trained. Percent of program staff exhibiting increased knowledge of the program area, as a result of project participation.</p> <p>Percent of youth satisfied with the program.</p> <p>Percent of families satisfied with the program.</p> <p>Percent of staff satisfied with the program.</p>	<p><b>Category 3: Tribal Juvenile Justice System Improvement</b></p> <p><i>During the reporting period:</i></p> <p>Number of trained program staff at the start of the program.</p> <p>Number of program staff trained.</p> <p>Number of program staff exhibiting increased knowledge of the program area (determined by pre- and post- testing).</p> <p>Number of youth satisfied with program.</p> <p>Number of families satisfied with program.</p> <p>Number of staff satisfied with the program.</p>
<p><b>Category 4: Alcohol and Drug Abuse Prevention Programs</b></p> <p>Provide alcohol and drug abuse prevention programs, including drug and alcohol education, drug testing, and screening.</p>	<p><b>Category 4: Alcohol and Drug Abuse Prevention Programs</b></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>Percent of program youth who relapse.</p> <p>Percent of program youth and/or families exhibiting the desired change in targeted behaviors (i.e., reduction in alcohol and substance use, etc.).</p>	<p><b>Category 4: Alcohol and Drug Abuse Prevention Programs</b></p> <p><i>During the reporting period:</i></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 relapse.</p> <p>Number of program youth and/or families exhibiting the desired change in targeted behaviors.</p>
<p><b>Category 5: Mental Health Program Services</b></p> <p>Provide mental health program services, including development of comprehensive screening</p>	<p><b>Category 5: Mental Health Program Services</b></p> <p>Number of program youth and/or families served with mental health services.</p>	<p><b>Category 5: Mental Health Program Services</b></p> <p><i>During the reporting period:</i></p> <p>Number of program youth and/or families served with mental health services.</p>

<p>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 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>Percent 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 mental health program youth and/or families have completed.</p> <p>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 number of program participants.</p> <p>Number of juvenile delinquency incidents occurring among mental health program participants.</p>
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For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). . GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure the documents you are submitting are saved using “Word 97-2003 Document (\*.doc)” format. Additionally, GMS does not accept executable file types as application attachments.

These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.731, "Tribal Youth Program," and the Funding Opportunity Number is OJJDP-2009-2174

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration.** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## 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. The tribal president, governor, or chairman must be listed as the "Authorized Representative," and under "Estimated Funding," applicants should include the total funding requested for the 4-year project period.

### 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 with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/

competencies. The connections among these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction that this project will address. The discussion must include:

- problems that the project will address and any relevant local data that provides evidence that the problem exists and demonstrates the size and scope of the problem, such as truancy and dropout rates, delinquency rates, and poverty and education levels, etc.
- previous or current attempts to address the problems.
- number and types of incidents of juvenile delinquency in the geographic area that the project will serve.
- age range of youth that the project will target.
- number of juveniles that the project will serve.
- a description of the geographic area (e.g., reservation, pueblo, rancheria, village) that the proposed project will serve.

**Project Abstract.** A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 250 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation/Performance Measures," below). The abstract must describe how progress towards these goals will be measured.

The abstract must address the following matters:

- identification as a federally recognized tribe (see "Eligibility," page 3).
- tribal service population listed in the Bureau of Indian Affairs (BIA) American Indian Population and Labor Force Report (AIPLFR) – 2005 (see <http://www.doi.gov/bia/labor.html> "Service Population: On-or-Near the Reservation & Alaska; Tribal Enrollment, Column A").
- category under which the applicant is applying (see "Tribal Youth Program Categories," page 12).
- age range of the youth that the project will serve.
- number of juveniles (age 17 and younger) that the project will serve.
- location of the project (name of reservation/state).

- type of setting (e.g., school, detention center, recreation program).
- 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 at least one (and no more than two) of the program categories (see “Tribal Youth Program Categories,” below).
- a statement indicating that the tribe has passed (or intends to pass) a tribal resolution in support of this application. If the tribe has not yet passed the resolution, the applicant must indicate the date that such approval is expected. In either case, a draft copy of the resolution must be submitted with the application (see “Tribal Resolution,” page 5). Note: Applicants unable to provide a signed tribal resolution by the application deadline must contact OJJDP prior to the application deadline to request an extension for submitting the tribal resolution ONLY; the application is due Thursday, May 28, 2009.
- brief description of the type of government structure of the tribe (e.g., elected, appointed, duration of terms).

**Tribal Youth Program Categories.** Those applying for funding must identify one of the following categories in the project abstract as the focus of their application:

- providing 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 parenting education programs.
- providing interventions for court-involved tribal youth, including graduated sanctions, restitution, diversion, home detention, foster and shelter care, and mentoring.
- improving the tribal juvenile justice system, including developing and implementing indigenous justice strategies, tribal juvenile codes, tribal youth courts, tribal juvenile drug courts, intake assessments, advocacy programs, and gender-specific programming and enhancing juvenile probation services and reentry programs.
- providing alcohol and drug abuse prevention programs, including drug and/or alcohol education, drug testing, and screening.
- providing 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.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

**Goals.** Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures. (see "Performance Measures," page 7.)

- **Project Design and Implementation**

Applicants must detail how the project will operate throughout the project period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

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 (see "Tribal Youth Program Categories," page 12). Applicants should describe how they will identify the AI/AN youth they will serve/treat. 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 award goals and objectives.

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.)

This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the project period. Award recipients should discuss how they will demonstrate their program's effectiveness to potential private, state, and local funding sources to develop the resources necessary to sustain the program.

**Designated Planning Year.** OJJDP recognizes that most newly-funded projects will benefit from a program start-up phase during which the program may conduct a community needs assessment, establish a shared vision and mission, create a comprehensive logic model and action plan, develop program policies and procedures, formulate data-related designs and data collection instruments and forms, and enter into partnering agreements with local organizations that may assist them in meeting the programmatic requirements of the award.

OJJDP requires first-time TYP grantees to designate the first year of their award as a “planning year.” During this planning year, newly-funded grantees are provided with intensive training and technical assistance to assist them in developing a comprehensive strategic plan and the capacity to collect and use performance management and program evaluation data during the remaining project period. This training and technical assistance includes attending an OJJDP-sponsored, strategic planning training in year 1 of the project period. This training is mandatory for all funded TYP applicants regardless of whether a planning year has been designated.

At the conclusion of the planning year (September 30, 2010), all applicants are required to submit a strategic plan that outlines their comprehensive plan to implement, monitor, and sustain their application’s goals and objectives and documents achievement of the following milestones indicating that the program has:

- conducted and analyzed a community needs assessment that identifies the community’s needs, capacity, and available resources.
- established and implemented a project advisory board.
- constructed a program logic model, describing issues to be addressed and community needs, inputs and resources, activities, outputs, and short- and long-term outcomes.
- identified and established organizational partners, as appropriate, to assist with project activities.
- developed an action plan and revised timeline for the implementation phase of the project and assigned responsibility for specific tasks.
- identified specific, quantifiable measures for its outputs and short- and long-term outcomes, as described in the logic model.
- identified sources of data for its performance measures and has established memoranda of understanding, as necessary, with its partners to ensure access to and timely receipt of appropriate data.
- established systematic data collection and monitoring tools and procedures that enable it to track and record data.
- identified potential resources to assist in its sustainability efforts and has developed a comprehensive plan for sustainability.

As part of the strategic planning process, OJJDP also requires grantees to develop an assessment plan in consultation with OJJDP and their training and technical assistance provider to determine how best to incorporate qualitative and quantitative data to improve program

operations. OJJDP will permit award funds to be used in support of data collection, maintenance and reporting, as appropriate.

Please note that while OJJDP does not require a formal program evaluation, projects are required to collect and report performance measures (as specified in “Performance Measures,” page 7) and to cooperate, as necessary, in future OJJDP-funded evaluations of their programs.

Upon providing a strategic plan approved by OJJDP as evidence that the above milestones have been attained, TYP grantees will enter an implementation phase for the remainder of the project period.

**Timeline.** Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 17. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. The application must describe the positions that the grantee will fund and qualifications that will be required of newly hired employees. Applicants must ensure that the tasks delineated in the project timeline are adequately staffed (see “Timeline,” above). 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 describe the experience and capability of the applicant’s organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

### **Budget and Budget Narrative**

Applicants must provide a budget covering the entire 4-year project period 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; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All funds listed in the budget will be subject to audit.

The applicant must explain how funded activities will address the TYP category under which it is applying, (see “Tribal Youth Program Categories,” page 12).

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing its cost and showing how it was calculated. For example, personnel costs must show the annual salary rate and percent of time devoted to the project for each employee paid with grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A template is available at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf).

The budget worksheet must address and include the following items:

- in year 1 of the project period, travel costs for two persons, representing program and fiscal staff, to attend a mandatory 3-day, OJJDP-sponsored, Tribal New Grantee Orientation meeting in Washington, DC. Applicants should note that the maximum FY 09 federal per diem rate for Washington, DC, is \$297 per day for meals and lodging.
- in year 1 of the project period, travel costs for four persons to attend a mandatory 3-day, OJJDP-sponsored, Strategic Planning Training in a location to be determined.
- in years 2, 3, and 4 of the project period, travel costs for up to two persons to attend annual 3-day, OJJDP-sponsored, Tribal Grantee Regional Trainings in locations to be determined.
- 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. Please note that in addition to the application, OJJDP requires all programmatic, financial, and performance measure reports be submitted electronically through an Internet-based reporting system.
- if the applicant has identified an indirect cost as part of the budget, OJJDP requires the applicant to submit a copy of their indirect cost agreement, as described below.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must 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.

### **Indirect Cost Rate Agreement**

Applicants that would like to establish a federally-negotiated indirect cost rate must 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 [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application. 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 that the applicant submits other than the following:

- timeline or milestone chart (see “Timeline,” page 15)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and Memoranda of Understanding, if applicable (see “Memorandum of Understanding,” page 6)
- tribal resolution, (see “Tribal Resolution, page 5).

## **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)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20)
- Project/Program Design and Implementation (30)
- Capabilities/Competencies (20)
- Budget (15).

See “Program Narrative,” page 10, for detailed descriptions of the above criteria.

## **Review Process**

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP will review each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers or a combination thereof to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. 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. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, OJP's Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by OJP's Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice [Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

## **Attachment: Application Checklist**

Applicants should use this checklist as part of their review of its completeness.

Application for Federal Assistance (Standard Form-424). This form is generated by completing on-screen information in Grants.gov. A DUNS number must be included in every application for a new award or renewal of an award. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.

Assurances and Certifications (see "Additional Requirements," page 18). The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Program Narrative. The Program Narrative must include the following five sections:

1. Project Abstract
2. Statement of the Problem/Program Narrative
3. Impact/Outcomes and Performance Measures
4. Project/Program Design and Implementation
5. Capabilities/Competencies

Budget and Budget Narrative. The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.

Other Program Attachments. The Other Program Attachments must include the following elements.

1. Annualized project timeline.
2. Résumés of key personnel.
3. Position descriptions.
4. Letters of support/commitment or Memoranda of Understanding (if applicable).
5. Tribal Resolution

Applicants should refer to corresponding sections in this announcement to determine the specific contents of each of these attachments.