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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 seeking applications for funding under its FY 09 Tribal Youth Field Initiated Research and Evaluation Program. This program furthers the Department's mission by supporting original, rigorous, scientific research and evaluation studies designed to enhance understanding of tribal youth, their families, and communities; the delinquency and victimization risk and protective factors they experience; and programs, systems, and strategies that work to prevent or reduce delinquency and victimization among tribal youth.

## OJJDP FY 09 Tribal Youth Field Initiated Research and Evaluation Program

### Eligibility

OJJDP welcomes applications from public agencies (including federally recognized Indian tribes, state agencies, units of local government, and public and tribal universities and colleges) and private organizations (including faith-based, tribal, and community nonprofit organizations).  
(See "Eligibility," page 3.)

### Deadline: Registration

Applicants are required to register with [GMS](#) prior to submitting an application.  
(See "Deadline: Registration," page 3.)

### Deadline: Application

All applications are due by 8:00 p.m., Eastern Time, on June 15, 2009.  
(See "Deadline: Application," page 3.)

### Contact Information

For assistance with the requirements of this solicitation, contact Janet Chiancone, Research Coordinator, at (202) 353-9258 or [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov) or 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). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3. The hours of operation for the GMS Support Hotline are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2235

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# **OJJDP FY 09 Tribal Youth Field Initiated Research and Evaluation Program (CFDA #16.731)**

## **Overview**

This solicitation will fund field-initiated studies to further our understanding regarding the experiences, strengths, and needs of tribal youth, their families, and communities and what works to reduce their risks for delinquency and victimization. This initiative is especially interested in applications to conduct evaluation studies that identify effective and promising delinquency prevention, intervention, and treatment programs for tribal youth including those that assist tribal youth in enhancing their own cultural knowledge and awareness. This program is authorized by 42 U.S.C. §§ 5665-5667.

## **Deadline: Registration**

Applicants must register with GMS prior to applying. The GMS registration deadline is 8:00 p.m., Eastern Time, June 15, 2009.

## **Deadline: Application**

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, June 15, 2009.

## **Eligibility**

OJJDP invites applications from public agencies (including federally recognized Indian tribes, state agencies, units of local government, and public and tribal universities and colleges) and private organizations (including faith-based, tribal, and community nonprofit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and financial management purposes) and the others indicated as co-applicants.

OJJDP encourages researchers and evaluators in all relevant disciplines to submit applications that employ traditional, innovative, and culturally-relevant methodological strategies.

OJJDP strongly encourages multi-disciplinary research collaborations, including collaborations between researchers and federally-recognized tribes, to apply. Applicants representing proposed collaborative research projects must provide written assurances of the collaboration. Similarly, applicants should include letters of commitment or cooperation from programs or agencies that will be the subject of the applicant's research or evaluation project.

OJJDP also encourages applicants to identify existing or potential funding partners for the proposed work and indicate whether they have submitted the proposed idea to any other funding sources.

Finally, applicants must demonstrate that they have experience or ability related to the type of research or evaluation they propose to conduct.

**Tribal Resolution.** An application that includes a tribe as a technical assistance provider, partner, or subgrantee must be accompanied by 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 applicant will involve 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

**Faith-Based and Other Community Organizations.** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, 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., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

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

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

## **Program-Specific Information**

- **Purpose**

OJJDP's Tribal Youth Program (TYP) was established to support and enhance tribal efforts to prevent and control delinquency and strengthen the juvenile justice system for American Indian/Alaska Native youth. Since the program was established in 1999, OJJDP has awarded more than 300 grants to federally recognized tribes for an array of activities including delinquency prevention and intervention, juvenile justice system improvement, and specialized mental health and substance abuse services for tribal youth and families. Many of these programs are based on promising methods and strategies, and some are being evaluated or are

based on existing evidence-based principles.

The Tribal Youth Field Initiated Research and Evaluation Program enables OJJDP to fund creative yet rigorous research and evaluation that advances OJJDP's mission to prevent and respond to juvenile delinquency and victimization, with a focus on tribal youth and communities. Accordingly, OJJDP seeks applications addressing a broad range of research and evaluation topics and methodologies in the fields of delinquency prevention, intervention, and treatment with a focus on delinquency and victimization among tribal youth.

Please note that funds are not available under this solicitation for the delivery of program services.

- **Goals, Objectives, and Deliverables**

**Goals.** This program is designed to foster research and evaluation studies regarding tribal youth, their families, and communities and the programs, systems, and services that oversee delinquency and victimization prevention, intervention, and treatment for tribal youth.

Study findings should be of practical use to practitioners, administrators, and policymakers and enhance their understanding regarding juvenile justice and victimization for tribal youth.

**Objectives.** Specific objectives of this program include:

- promote and support traditional, innovative, and culturally-relevant research and evaluation in the disciplines of juvenile justice and delinquency prevention and victimization among tribal youth.
- conceptualize and investigate new research questions in juvenile justice and victimization for tribal youth.
- develop new methodological approaches for addressing priority issues and concerns in the disciplines of juvenile justice and delinquency prevention and victimization among tribal youth.
- conduct evaluation studies that identify effective and promising delinquency prevention, intervention, and/or treatment programs for tribal youth and applications that propose to study strategies and programs to assist tribal youth in enhancing their own cultural knowledge and awareness as part of a community's effort to reduce youth risk factors.
- obtain knowledge and information that can be used to develop effective programs, policies, and strategies for reducing and preventing tribal youth juvenile delinquency and victimization.

OJJDP encourages applicants to propose study research questions that are consistent with the goals and objectives of this solicitation.

**Deliverables.** Proposals should contain a description of all products that the grantee will derive from the project. The deliverables of the program are as follows:

Detailed semi-annual progress reports to OJJDP. These reports will describe the status of the research project, any methodological and/or implementation issues, progress toward the project goals, interim findings (if available), and other issues relevant to the completion of the study.

Multiple research reports. The final grant report will provide a detailed description of the entire project, including the theory or hypotheses guiding its work; the study methodology; the study's findings and their implications for policy and practice; and recommendations for future research. In addition, the grantee will submit a second shorter manuscript that summarizes the longer report and will be suitable for publication as an OJJDP bulletin for practitioners. OJJDP also encourages the evaluators to seek publication in refereed journals.

- **Award Information**

OJJDP expects to award multiple grants under this solicitation that will range from \$200,000 to \$500,000 for a project period of up to 48 months. Applicants should specify the requested award amount (up to \$500,000) and the proposed project period.

As this is a research and evaluation program, grantees cannot use funds to support training, program development, or the provision of services (i.e., program implementation). They may use funds, however, to evaluate training, prevention, and intervention programs. Grantees may, for example, use Field-Initiated Research and Evaluation funds to conduct an evaluation of a program that is being implemented with funds from another OJJDP solicitation (e.g., OJJDP's Tribal Youth Program or Tribal Juvenile Accountability Discretionary Grant).

Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation by September 30, 2009.

**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 percent 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.

- **Research in Tribal Communities and Human Subjects/IRB Review**

Applicants must address special considerations when conducting research in indigenous communities, including tribal communities. While there are many examples of successful and collaborative research partnerships (several of them currently underway), unfortunately, the historical relationship between researchers and Native American communities has been less

positive. Many tribes can cite experiences in which researchers have taken advantage of, or misled, research subjects and communities in conducting studies of American Indian/Alaska Native individuals. Examples include situations in which persons were persuaded to participate in research they did not fully understand or believed they were required to participate in a study to receive services. In other instances, researchers did not maintain confidentiality, work of local research partners was appropriated, or researchers published sensitive religious and cultural information, violating promises of confidentiality, (see “Resources,” page 17).

OJJDP will expect researchers who receive funding under this solicitation to ensure that their study is conducted in a collaborative manner with the tribal community. The burden will be on the researchers to ensure that the tribal community is fully engaged in and informed regarding the purpose, methods, and risks of the research under consideration. See page 17 for a list of resources that more fully discuss these issues and provide guidance in establishing partnerships between researchers and tribal communities, (see “Resources,” page 17).

An Institutional Review Board (IRB) must review any project involving the use of human research subjects, in accordance with U.S. Department of Justice regulations 28 C.F.R. Part 46. While IRB review is not required prior to application, applicants should discuss the steps they will take to ensure that the research subjects—both the individual study participants and the tribal community as a whole—are fully consulted regarding the purpose and methods of the study and are aware of the potential risks of participating in the proposed study.

All grant awards will include a special condition requiring that an appropriate IRB approve the project before the grantee can expend federal funds on human subject related activities. Applicants should include plans for IRB review, where applicable, in their project timeline that they will submit with their proposal.

**Research in Tribal Communities and Human Subjects/IRB Review.** Applicants who propose studies that directly involve tribal members must provide written assurance of participation from the tribal governments of the communities in which the study will occur. For purposes of this application, OJJDP will accept a draft tribal resolution. Upon award, OJJDP will require grantees to submit an enacted tribal resolution prior to initiating any activities with a specific tribal government or its members.

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

**Training and Technical Assistance.** OJJDP will require all award recipients to attend a one-time, mandatory, OJJDP-sponsored new grantee orientation meeting held in Washington, DC, during year 1 of the project. Grantees are also required to attend an annual OJJDP-sponsored, tribal youth training held in years 2, 3, and 4 of the project. OJJDP may ask awardees to provide updates and presentations on their research studies for OJJDP’s programmatic grantees during these regional meetings.

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

## Performance Measures

To assist the Department in fulfilling its 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 the Office will require applicants selected for funding to submit data during the grant period. OJJDP has an online system ([www.ojjdp-dctat.org](http://www.ojjdp-dctat.org)) for grantee transmittal of performance measure data. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and discuss their data collection methods. For detailed information on measures and resources, see OJJDP's Performance Measures Web page ([ojjdp.ncjrs.gov/grantees/pm](http://ojjdp.ncjrs.gov/grantees/pm)). Mandatory performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To carry out research or evaluation studies that enhance knowledge and understanding of tribal youth delinquency prevention, intervention, and treatment.	<p>Percent of deliverables (e.g., reports, manuscripts) completed on time. Deliverables will differ depending upon the specific project and should be outlined in the application.</p> <p>Percent of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</p>	<p>During the reporting period:</p> <p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as reported by OJJDP Program Manager.</p>

For more information about OJJDP performance measures, 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 and Title for this solicitation is 16.731, Tribal Youth Program; and the Funding Opportunity Number is OJJDP-2009-2235.

**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 tracking entities receiving federal funds. The identifier is used 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. Call 1-866-705-5711 or apply 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 that most federal agencies use, 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 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, (2) impact and outcomes, (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 clearly describe the research or evaluation questions they will address. They should discuss how previous research supports and shapes these questions and how the program will address issues of concern in juvenile justice and delinquency prevention or victimization among tribal youth and contribute to knowledge and practice. Ideally, applications will address specific gaps identified in the research literature.

**Project Abstract.** A project abstract must be included as the first page of the statement of the problem and is included in the page limitation specified above. It must not exceed 200 words and should briefly describe the study's goals and objectives, primary research questions, and the study methodology and activities that will be implemented to carry out the research. Study partners should also be identified, if applicable.

- **Impact and Outcomes**

When formulating the project's goals and objectives (see below), applicants should consider the potential for significant advances in understanding of the problem they have identified and the potential for significant advances in the field of juvenile justice and the prevention or reduction of delinquency and victimization.

**Goals.** Applicants should provide a broad statement, written in general terms, that conveys the research or evaluation project's intent to study the problem or problems described. This section of the narrative must outline the specific goals of the project.

**Objectives.** Applicants should explain how the research or evaluation project will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the project, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable.

**Performance Measures.** OJJDP has developed mandatory performance measures for this solicitation (see "Performance Measures," page 8.)

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use to implement the research or evaluation project they have proposed.

Design elements should follow directly from the research or evaluation project's goals and objectives, and the data to be collected should clearly support these ends. The applicant should describe the research or evaluation methodology in detail and explain the validity and usefulness of the data that the project will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the research or evaluation and address the feasibility of the project and any potential challenges.

Applicants should address the major activities of their proposed study and how they will implement them. Activities to be discussed will likely include the following:

- linkage, coordination, and cooperation with program partners and site(s), if applicable.
- methodology that clearly identifies the hypotheses to be tested and how the proposed methodology will maximize the ability to test the hypotheses.
- the study's primary research questions and how they address existing gaps in the literature and/or will inform future practice.
- recruitment and retention of research subjects (if applicable), including a discussion of anticipated challenges and how the applicant will address them.
- a description of quantitative and qualitative data collection and analysis methods and the tools to be used (the applicant's expertise in these techniques should be addressed under "capabilities," below).
- procedures for collecting, managing, storing, and transmitting data. Applicants should identify the software and data verification procedures they will use and describe the procedures they will use to remove identifying information from data prior to submission to OJJDP.
- a logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques (see below).
- after award, but prior to beginning data collection, applicants must provide OJJDP with evidence they have received Institutional Review Board clearance to collect data. (IRB clearance is not needed at the time of proposal submission to OJJDP.)
- consultation with program partners and OJJDP.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

**Project Logic Model.** Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's questions, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 13.

**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 applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 13. On receipt of an award, the grantee may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

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

This section of the program narrative must describe how the applicant will manage and staff the project. The applicant must clearly and evidently connect management and staffing patterns to the project design described in the previous section. This section 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 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. The submitted budget should include costs for the full project period.

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.

- **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 the first year of the project period, travel costs for two persons, representing program and fiscal staff, to attend a mandatory 3-day, OJJDP-sponsored, new grantee orientation meeting in Washington, DC, should be included. Applicants should note that the maximum FY 2009 federal per diem rate for Washington, DC, is \$297 per day for meals and lodging.
- In the second through fourth years of the project period, travel costs for up to two persons to attend annual OJJDP-sponsored, tribal grantee trainings in locations to be determined.
- If the applicant identifies an indirect cost as part of the budget, it must submit a copy of its indirect cost agreement, (see "Indirect Cost Agreement," page 13).

- **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 worksheet and justify all proposed costs listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs (if applicable).

## **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 11)
- logic model (see "Logic Model," page 11)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment, if applicable (see page 3)
- tribal resolution, if applicable (see page 4).

## **Selection Criteria**

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem (15 points)
- Impact and Outcomes (15 points)
- Project/Program Design and Implementation (30 points)
- Capabilities/Competencies (30 points)
- Budget (10 points).

See "Program Narrative," page 9, 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 review the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications. 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. OJJDP will screen applications initially to determine whether the applicant meets all eligibility requirements. Peer review panels will evaluate, score, and rate only applications that eligible applicants submit and that meet all other requirements. Peer reviewers' ratings and their 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, OJP's Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards, will make all final grant award decisions.

## **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 and Office of Justice Programs [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.

## Application Checklist

Applicants should use this checklist as part of their review of the application's completeness.

- **Application for Federal Assistance (Standard Form-424).** This form is generated by completing on-screen information in OJP's Grant Management System. 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.** The authorizing official or the designated authorizing official must review and accept electronically the assurances and certifications (see "Additional Requirements," page 14).
- **Program Narrative.** The program narrative must include the following five sections:
  1. Project Abstract
  2. Statement of the Problem
  3. Impacts and Outcomes
  4. Project/Program Design and Implementation
  5. Capabilities/Competencies
- **Budget and Budget Narrative.** The budget worksheet must present a detailed budget that itemizes all proposed costs and includes a budget narrative that justifies 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. Job descriptions
  4. Letters of support/commitment (if applicable)
  5. Tribal resolution (if applicable).

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

## Resources

Intersecting Interests: Tribal Knowledge and Research Communities Project  
Center for Native Health Interests  
University of Montana  
<http://www.tribalknowledgegathering.org/Resources.html>

Research Ethics and Institutional Review Board (IRB) Resources for Tribes and Researchers  
Northern Plains Tribal Epidemiology Center  
<http://www.aatchb.org/epi/docs/ResearchEthics.htm>

Guidelines for Researchers  
Northern Plains Tribal Epidemiology Center  
Aberdeen Area Tribal Chairmen's Health Board  
<http://www.aatchb.org/epi/docs/ResearchEthics/Guidelines.pdf>

Model Tribal Research Code  
American Indian Law Center, Inc.  
[http://www.ihs.gov/MedicalPrograms/Research/pdf\\_files/mdl-code.pdf](http://www.ihs.gov/MedicalPrograms/Research/pdf_files/mdl-code.pdf)

Research in Indian Country and on Arizona Indian Reservations  
University of Arizona Indian Country Extension Working Group  
<http://www.indiancountryextension.org/publications.php>

Research Regulation in American Indian/Alaska Native Communities:

- Policy and Practice Considerations
- A Guide to Reviewing Research Studies

National Congress of American Indians (NCAI) Policy Research Center  
<http://www.ncaiprc.org/research-regulation-papers>