

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



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 Fiscal Year (FY) 2010 Fellowship Program on Tribal Youth Justice. This program furthers DOJ's mission by supporting and enhancing tribal efforts to prevent and control delinquency and strengthen the juvenile justice system for American Indian/Alaska Native (AI/AN) youth.

OJJDP FY 2010 Fellowship Program on Tribal Youth Justice

Eligibility

OJJDP invites individuals to apply for this fellowship program.
(See "Eligibility," page 3.)

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 7.) All applications are due by **5:00 p.m., Eastern Time, on July 19, 2010**.
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov. The Hotline hours of operation are 24 hours, 7 days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, call Laura Ansera, Program Manager, at 202-514-5679 or e-mail her at laura.ansera@usdoj.gov.

Release Date: June 18, 2010

Funding Opportunity Number: OJJDP-2010-2781

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OJJDP FY 2010 Fellowship Program on Tribal Youth Justice

CFDA Number: 16.731

Overview

Through this fellowship program, OJJDP seeks to fulfill its partnership with federally-recognized tribes to build capacity, to provide leadership, training, and skill development in the area of tribal youth justice, and to promote changes in policy, practice, and skills. The fellowship represents an opportunity for professionals, practitioners, researchers, or trainers with expertise in tribal youth justice to help the federal government improve its partnership with federally-recognized tribes on tribal justice matters and in support of tribal children and youth. This program is authorized by the Department of Justice Appropriations Act, 2010 (Pub. L. 111-117).

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the deadline for application submission. The deadline to apply for funding under this announcement is **5:00 p.m. Eastern Time, July 19, 2010**. See "How To Apply," page 7, for details.

Eligibility

OJJDP invites individuals to submit an application.

Program-Specific Information

Part of the Indian Country Law Enforcement Initiative, a joint initiative of the U.S. Departments of Justice and 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. Through TYP, OJJDP seeks to strengthen law enforcement and improve the quality of life in tribal communities as a means to address these problems.

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, have little 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.

Since fiscal year (FY) 1999, OJJDP has awarded 351 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.

- **Purpose**

OJJDP will support one fellowship to provide professional development opportunities to the candidate and expertise in the field of tribal youth justice to support OJJDP in its policy and program work in that area.

As of 2010, there are 564 federally-recognized American Indian tribes, 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. 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 to reform or develop their juvenile justice systems.

OJJDP expects the successful candidate to understand the significance and complexities of tribal culture and indigenous justice systems and that those tribal communities may operate under distinct systems of justice. The successful candidate will work with the Tribal Youth Coordinator and help coordinate efforts within OJJDP, within the Department of Justice, and across pertinent federal agencies to better address the needs of tribal communities.

The fellow will assist in an effort undertaken through the Coordinating Council on Juvenile Justice and Delinquency Prevention (www.juvenilejustice.gov) to examine federal tribal youth policy, practice, regulation, and legislation. The successful fellow will help OJJDP's Tribal Youth Coordinator advance the work of the Coordinating Council's Tribal Youth and Juvenile Justice Issue Team.

Given the various needs of, and services available in, tribal communities, the successful candidate must be familiar with legal and social issues and policies and programs that have proven effective with tribal youth, among other topics.

The successful applicant will consult with TYP grant managers, who will provide oversight and guidance on specific support needs. Activities may include all or some of the following: writing policy analyses and portions of the tribal youth policy review issue paper, summarizing relevant research materials, documenting meetings of the Tribal Youth Issue Team and its public outreach and listening sessions, developing training materials, conceptualizing and developing tribal youth funding programs, and providing technical support to federally-recognized tribes.

Goals, Objectives, and Deliverables

The program's primary goal is to support and enhance tribal efforts to prevent and control delinquency and improve the juvenile justice system for AI/AN youth. This includes tribal programs to develop and implement culturally-sensitive delinquency prevention programs,

interventions for court-involved youth, improvements to the tribal juvenile justice system, alcohol and substance abuse prevention programs, and mental program services.

A secondary goal is to provide the successful applicant the opportunity to work closely with career and political federal staff, contractors, grantees, public and private organizations, and federally-recognized tribes. The fellow will directly assist OJJDP and other federal staff and develop articles for publication and other products on specific topics covered under the Program Design and Implementation section of this solicitation.

The deliverables will vary according to the needs of OJJDP and the functional and policy areas on which OJJDP will ask the successful applicant to focus. OJJDP will finalize deliverables with the candidate on award and will include at a minimum, the following:

- a detailed work plan developed in consultation with OJJDP for the operational work of the fellowship;
- a detailed timeline developed in consultation with OJJDP for implementing the tasks assigned;
- timely completion of proposed tasks outlined in the application and approved work plan;
- policy analyses, reports, articles, and technical consultation plans related to OJJDP's Tribal Youth Program and coordination of OJJDP's tribal youth work with DOJ and other federal tribal efforts;
- periodic reports for the Tribal Youth Coordinator and OJJDP management that detail work plan progress and products and quarterly financial and biannual progress reports;
- site visit reports for all travel conducted at OJJDP's direction; and
- a final report to OJJDP on the fellowship project, including accomplishments, challenges, and recommendations for improving the program.

The fellowship recipient will work on-site at OJJDP in Washington, DC, on a 40-hour-per-work-week schedule and will be allowed 15 days of annual leave and 13 days of sick leave during the 12-month period. OJJDP will grant the fellow paid time off for official federal holidays and other approved time off for federal employees. The Tribal Youth Coordinator, with the Administrator of Programs and the Associate Administrator for the Demonstration Programs Division providing ultimate oversight, will monitor the fellow's performance. OJP will provide workspace and equipment, including telephone, computer, office supplies, and Internet access. The successful applicant must obtain a DOJ security clearance before beginning the fellowship.

Amount and Length of Awards

OJJDP will select one applicant to receive a fellowship award for a 1-year period, for as much as \$125,000, based on experience and salary history. The award amount may include salary, fringe benefits, and training costs. OJJDP may extend the fellowship for as many as two additional 1-year periods contingent on performance and the availability of funds.

OJJDP will make the award through a cooperative agreement. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations;
- reviewing and approving major project-generated documents and materials;
- providing guidance in significant project planning meetings and participation in project-sponsored training events or conferences; and
- reviewing and approving any proposed articles prior to release or publication.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Match Requirement. Match is not required for this program.

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Is Expected to Include,” page 9 for additional information. OJJDP requires grantees to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>The purpose of the cooperative agreement is to:</p> <ul style="list-style-type: none"> ○ support and enhance tribal efforts to prevent and control delinquency and improve the juvenile justice system for AI/AN youth, ○ to develop and implement culturally-sensitive delinquency prevention programs, ○ interventions for court-involved youth 	<p>Measures to be determined with OJJDP upon approval of a work plan (based on expertise of the selected fellow). Examples of measures to be used:</p> <p>Number of training and technical assistance requests received.</p> <p>Number of training and technical assistance requests fulfilled.</p> <p>Number of policies identified, changed, improved, or rescinded.</p>	<p>Periodic reports and products delivered to the Tribal Youth Coordinator and the uploading of semi-annual basis to the Grant Management System.</p> <p>Number of training and technical assistance requests received.</p> <p>Number of training and technical assistance requests fulfilled.</p> <p>Number of policies identified, changed, improved, or rescinded.</p>

<ul style="list-style-type: none"> ○ improvements to the juvenile justice system, ○ alcohol and substance abuse prevention programs, ○ mental health program services. 	<p>Strategies enacted to support federally-recognized tribes' work in juvenile justice, delinquency prevention, interventions for court-involved youth, improvements to the juvenile justice system, alcohol and substance abuse prevention programs, and mental health services.</p> <p>Number of recommendations adopted to improve direct services for the field.</p> <p>Incorporation into tribal youth issue paper of results of fellow's policy analyses and research reviews for Tribal Youth Issue Team.</p>	<p>Description of strategies enacted to support tribal nations' work in juvenile justice, delinquency prevention, child protection, and suicide prevention and impact.</p> <p>Number of recommendations adopted to improve direct services for the field.</p> <p>Completion of policy analyses and research review for Tribal Youth Issue Team.</p> <p>Final report that provides a comprehensive overview of the OJJDP Fellowship Program with recommendations to address expanding and improving the program.</p>
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For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applicants should submit their applications through Grants.gov. Complete instructions on how to register and submit an application can be found at www.grants.gov. Applicants who experience difficulties during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://www.grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. 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,

one-time activity. Call 1–866–705–5711 or apply online at www.dnb.com to obtain a DUNS number. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. There can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.731, titled "Tribal Youth Program" and the funding opportunity number is OJJDP-2010-2781.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** OJJDP urges applicants to submit their applications at least 72 hours prior to the due date to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to GMS. 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."

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues that prevent you from submitting your application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail your complete grant application, DUNS number, and all Grants.gov Help Desk tracking numbers. After the program office reviews the information you submit and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to

inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page (www.ojp.usdoj.gov/funding/solicitations.htm).

What an Application is Expected to Include

This section describes what OJJDP expects an application to include and sets out a number of elements. Applicants should anticipate that should they fail to submit an application that contains all of the specified elements, it may negatively affect the review of the application and, should OJJDP decide, nevertheless, to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation or do not include a program narrative, budget or budget narrative, and a tribal resolution (if applicable) will not proceed to peer review and will not receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Resumes") for all attachments.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

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. OJJDP strongly recommends that the application not exceed 20 pages. The program narrative must be double-spaced with 1-inch margins, on pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 20," etc. Tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, but will count in the 20-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives 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 describe the needs and challenges in tribal youth justice, including tribal efforts to develop and implement culturally-sensitive delinquency prevention programs, interventions for court-involved youth, improvements to tribal juvenile justice systems, alcohol and substance abuse prevention programs, mental health program services, and the expertise that they bring to the overall issue in both content and functional skills. This discussion is to broadly address the scope and extent of the challenges in tribal youth justice.

Applicants should also identify their particular areas of expertise, describing the discipline area, the age range, and service or system types in which the applicant has worked and studied. In addition, the applicant must describe his or her functional skills, such as tribal systems management, resource development, training and technical assistance development and delivery, policy analysis, professional writing, evaluation, etc. OJJDP seeks applicants with broad, cross-cutting expertise and an informed perspective on the issues inherent to tribal youth justice.

In this section, applicants must also write about their expressed interest in this fellowship program, outlining how this opportunity meets their professional goals in tribal youth justice and how they will use this fellowship to advance their work and build tribal capacity. Applicants interested in this fellowship should demonstrate a full understanding of OJJDP's current work in tribal youth justice. Applicants can find information on OJJDP's work and the work of the Department of Justice in partnership with federally-recognized tribes at www.tribalyouthprograms.org.

Performance Measures Requirements

Applicants must address the goals of the fellowship and its objectives. When formulating proposed fellowship goals and objectives, applicants should take into account the illustrative performance measures that OJJDP has provided.

Goals, Objectives, and Deliverables. Applicants must explain how they will apply their skills and experience to fulfill the fellowship goals, objectives, and deliverables in the context of OJJDP's desire to partner with federally-recognized tribes to build their juvenile justice capacity. They must be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) To ensure confidentiality of program records, OJJDP will require award recipients to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design and Implementation**

In this section, the applicant must provide a clear statement of his or her areas of interest: practice innovation, policy analysis and development, research and evaluation, resource identification and development, and outreach. Applicants may work in some or all of the five identified areas depending on their range of expertise, project goals, and OJJDP's needs. In all areas, activities include working with the OJJDP Tribal Youth Coordinator, Department tribal coordinators, and tribal contacts in other federal agencies. A brief description of each component area, is outlined below:

Practice Innovation involves working with tribal youth grantees and communities under the OJJDP Tribal Youth Program to advance evidence-based practice, provide assessments and support to federally-recognized tribes and tribal communities, and assist OJJDP in the design and implementation of national programming.

Policy Analysis and Development involves working with OJJDP, OJP, and other federal agencies to identify policy and practice barriers and support through the Tribal Youth and Juvenile Justice Issue Team of the Coordinating Council on Juvenile Justice and Delinquency Prevention related to tribal youth justice. Activities will include reviewing research for policy implications; documenting conversations and meetings with tribal stakeholders; reviewing current agency policies, practices, regulations, and legislation; and assisting in the writing of the team's issue paper.

Research and Evaluation includes consultation on evaluation components for tribal youth programs, identification of research gaps, development of a coordinated tribal research plan, and development/work on a special issue journal on tribal justice matters or journal articles, etc.

Resource Identification and Development can be broad and creative to fill existing field needs, such as curricula development, assessing and integrating curricula needs, training and technical assistance in a specific area or coordinated cross-site meeting planning, publications, supporting the development of the new online and other tools for federally-recognized tribes, and support for development of tribal youth evidence-based programming.

Outreach involves the development of communications tools for federally-recognized tribes, tribal-focused practitioners/providers, federal and state decisionmakers, and the general public. These could include media campaign development; fact sheets, speeches, talking points, and press packets for central messaging; and developing and effectively using new communication methods (i.e., Web.2.0) and culturally relevant practices to meet the needs of federally-recognized tribes.

In this section of the application, applicants must provide a detailed design that supports the goals and objectives in the previous section and describe how the proposed activities address the problems they described, align with the goals and objectives, and expand the federal government's capacity to partner with federally-recognized tribes on juvenile justice matters. The project design and implementation plan must describe the fellowship activities and clearly identify objectives, major activities, deliverables, including dates of submission of financial and progress reports, and an initial work plan to be developed with OJJDP at the start of the award period. OJJDP will consider all activities as proposals until the Office reviews, negotiates, and approves this work plan with the selected fellow after the award. OJJDP requires all recipients to submit semiannual progress reports and quarterly financial reports. Fellows must attend one financial management training seminar for grantees in Washington, DC, sponsored by OJP's

Office of the Chief Financial Officer. Specific information, such as dates and locations of upcoming events, can be found at www.tech-res-intl.com/doj-octraining/.

The selected candidate will work under the immediate direction of the Tribal Youth Coordinator and the oversight of the Administrator for Programs and the Associate Administrator for OJJDP's Demonstration and Program Development Division.

- **Capabilities/Competencies**

Applications must include a clear description of the applicant's education, experience, and professional expertise in the subject matter area of the fellowship (tribal youth justice), what qualifies the applicant to fulfill the grant responsibilities, and the capabilities that set the applicant apart or are particular strengths of the applicant. Applicants should demonstrate that they possess the flexibility, skills, and work style to operate in a fast-moving environment on multiple activities, sometimes with very short turn-around time. Applicants should describe their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies and their ability to write clearly, cogently, and concisely.

The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform the crucial functions of the fellowship. Applicants should attach their résumés, which should include all employment and volunteer experience, to the narrative to support this section. Résumés should provide contact information for previous supervisors and indicate whether OJJDP can contact the supervisor. The applicant must include all required attachments (see "Other Attachments," page 13) to document experience and capability. The applicant may use optional attachments to document specific skills that will assist in the successful completion of the fellowship project.

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. Applicants may request a total of \$125,000 to include salary, benefits (e.g. health insurance), training, travel, equipment, and other justifiable expenses related to the goals of the fellowship. The budget should cover the entire award period.

OJJDP and OJP staff will examine the project budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. OJJDP will consider applications that exceed the \$125,000 limit for this solicitation to be nonresponsive and will not review them.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how the applicant calculated it. The budget detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a different format, it must include the budget categories as listed in the sample worksheet.

- **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 justify all proposed costs listed in the budget detail worksheet and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits and how they estimated travel costs.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 6.) OJJDP will require the successful applicant to submit monthly reports that include data on the performance measures and grant progress reports on a semi-annual basis.

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 that specified below.

- résumé (see "Capabilities/Competencies," page 12).
- academic transcripts for all post-secondary education. While OJJDP does not require that applicants submit certified copies with their applications, the Office reserves the right to request them before making the award.
- three to five professional and academic references.
- a list of professional and financial affiliations.
- other attachments, such as relevant writing samples and training certificates, not to exceed 20 pages.

Selection Criteria

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

1. Statement of the Problem/Program Narrative (15 points)
2. Performance Measures Requirements (5 points)
3. Program Design and Implementation (30 points)
4. Capabilities/Competencies (25 points)
5. Budget (15 points)
6. Other Attachments (10 points)

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

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Internal reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. An internal review panel will evaluate, score, and rate eligible applications. Reviewers’ ratings and any resulting recommendations are advisory only. In addition to review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for 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.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds

- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement.

Appendix: Application Checklist

OJJDP FY 2010 Fellowship Program on Tribal Youth Justice

The application checklist has been created to aid you in developing your application.

Eligibility

_____ Individual

_____ **The amount requested does not exceed \$125,000**

The application components

- _____ Statement of the Problem/Program Narrative
- _____ Plan for collecting Data for Performance Measures
- _____ Project Design and Implementation
- _____ Capabilities/Competencies
- _____ Budget narrative
- _____ Budget detail worksheet

Program narrative/abstract format

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1" standard margins
- _____ Narrative is 20 pages or less

Other

- _____ Standard 424 form
- _____ DUNS Number
- _____ Resume
- _____ Transcripts
- _____ References
- _____ Affiliations
- _____ Other standard forms as applicable, including
 - _____ Writing Samples
 - _____ Training Certificates
 - _____ Disclosure of lobbying activities (if applicable)