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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 applicants for its Fiscal Year (FY) 2011 Tribal Youth Field Initiated Research and Evaluation Programs. These programs further DOJ's mission by funding field initiated studies to further understand the experiences, strengths, and needs of tribal youth, their families, and communities.

## **OJJDP FY 2011 Tribal Youth Field Initiated Research and Evaluation Programs**

### **Eligibility**

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including Indian tribal nonprofit and for-profit organizations), and institutions of higher education (including Indian tribal institutions of higher education). (See "Eligibility," page 3.)

### **Deadline**

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 8.) All applications are due by 11:59 p.m., Eastern Time, February 28, 2011. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

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

For assistance with any other requirements of this solicitation, call Barbara Tatem Kelley at 202-616-9517 or e-mail her at [barbara.kelley@usdoj.gov](mailto:barbara.kelley@usdoj.gov) or Michael Shader at 202-616-2605 or e-mail him at [michael.shader@usdoj.gov](mailto:michael.shader@usdoj.gov).

Grants.gov number assigned to this announcement: OJJDP-2011-2886.

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# OJJDP FY 2011 Tribal Youth Field-Initiated Research and Evaluation Programs (CFDA #16.731)

## Overview

This solicitation will fund research and evaluation studies to produce findings of practical use to practitioners, administrators, and policymakers in the development of effective programs, policies, and strategies for the prevention and intervention of tribal youth delinquency. This will further our understanding of the experiences, strengths, and needs of tribal youth, their families, and communities and what works to reduce their risks for delinquency, future delinquency, and victimization.

The Tribal Youth Field Initiated Research and Evaluation Programs will be authorized by an act appropriating funds for the Department of Justice.

## Deadlines: Registration and Application

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 11:59 p.m., Eastern Time, on February 28, 2011. See "How To Apply," page 8, for details.

## Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including Indian tribal nonprofit and for-profit organizations), and institutions of higher education (including Indian tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

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.

## Program-Specific Information

### Purpose

OJJDP's Tribal Youth Field Initiated Research and Evaluation Programs enable OJJDP to fund rigorous research and evaluation initiatives that advance its mission to prevent and respond to juvenile delinquency, substance abuse, and victimization with a focus on tribal youth, their families, and their communities. Accordingly, OJJDP seeks applications addressing a broad range of research topics, such as the identification of risk factors for delinquent behavior and substance abuse, pathways to delinquency and desistance, and victimization experiences among tribal youth. OJJDP also seeks applications under this solicitation that propose systematic, rigorous evaluations of program models and strategies that address tribal juvenile justice processing, offender intervention, delinquency prevention, and treatment services. By

conducting such evaluations, OJJDP can inform the field regarding which evidence-based practices merit replication or adaptation in tribal communities.

Applicants may choose to evaluate the effectiveness of OJJDP's Tribal Youth Program or Tribal Juvenile Accountability Discretionary Grants Program, which are currently being developed and implemented across the nation. OJJDP's tribal initiatives were 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 350 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 their families.

OJJDP is committed to continually assessing the efficacy of emerging program approaches to: (1) identify promising and effective strategies, and (2) determine when particular approaches are not producing the intended, positive outcomes for tribal youth participants. OJJDP strongly encourages applicants proposing to conduct impact analyses to utilize the most rigorous evaluation design possible to maximize the potential for the investigation to produce conclusive results regarding program outcomes.

Evaluators can also play a crucial role in documenting the process of program implementation, community mobilization, and organizational change. Furthermore, evaluators can provide valuable feedback to program implementers as they fine tune efforts to replicate or adapt program strategies and models to meet the needs of tribal youth within the context of specific tribal communities. By carefully documenting service delivery, evaluators can assess the fidelity of program model implementation as well as frequency, duration, and dosage level of program interventions.

Recipients of federal funds awarded under this solicitation must budget only for those costs directly associated with the conduct of research and/or evaluation related tasks. Funds are not available under this solicitation for the delivery of program services.

### **Goals, Objectives, and Deliverables**

The goal of this tribal youth program is to produce findings of practical use to practitioners, administrators, and policymakers in the development of effective programs, policies, and strategies for the prevention and intervention of tribal youth delinquency.

**Objectives.** OJJDP encourages applicants to propose research questions and studies that are consistent with the goals and objectives of this solicitation. Applicants may choose to address one or more of the following research and evaluation objectives:

- assessing the needs of tribal youth, examining current service delivery, and identifying gaps in existing services.
- utilizing scientifically sound methodological approaches for addressing priority issues and concerns in the disciplines of juvenile justice, delinquency prevention, and victimization among tribal youth.

- identifying the prevention, intervention, and treatment needs of tribal girls at risk for or involved in delinquent behavior, taking into account possible victimization experiences.
- determining the efficacy of a tribal youth delinquency prevention or intervention model or models through rigorous evaluation.
- measuring the efficacy of culturally-based delinquency prevention and intervention programs.
- conceptualizing and investigating new research questions to inform program and policy development in juvenile justice, delinquency prevention, and victimization for tribal youth.

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

- **Semi-annual progress reports.** These detailed 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 researchers and evaluators to seek publication in refereed journals.

If relevant, researchers should also plan for tribal partners to have an opportunity to review and comment on research products prior to submission and/or dissemination. Publication and dissemination of all reports and related products is at the discretion of OJJDP.

### **Amount and Length of Awards**

OJJDP expects to award multiple grants under this solicitation that will range from \$200,000 to \$500,000 for a project period of as long as 48 months. Applicants should specify the requested award amount (as much as \$500,000) and the proposed project period. This amount is for the entire award period. OJJDP will make no additional awards in subsequent years. Award recipients are to use all funds under this program in direct support of research and evaluation expenses. Grantees cannot use funds to support training, program development, or the provision of services (i.e., program implementation). However, they may use funds to evaluate training, prevention, and intervention programs. Grantees may, for example, use Tribal Youth 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 Grants Program).

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

## Budget Information

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Administrator of OJJDP. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their applications. Unless applicants submit a waiver request and justification, they should anticipate that OJJDP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her 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 the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, 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
To carry out research or evaluation studies that enhance knowledge and understanding of tribal youth delinquency prevention, intervention, and treatment.	<p>Percentage of deliverables (e.g., reports, manuscripts) completed on time. Deliverables will differ, depending on the specific project, and should be outlined in the application.</p> <p>Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.</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.</p>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application is Expected to Include,” page 9, for additional information.

For more information about OJJDP performance measures, see <http://www.ojjdp.ncjrs.gov/grantees/pm/index.html>

## **Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain the applicant’s procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

## **Notice of New Post-Award Reporting Requirements**

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at [www.fsrs.gov](http://www.fsrs.gov).

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications should be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://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 registration. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS 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. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com).
- 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. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.
- 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-2011-2886.



6. **Submit an Application Addressing All Solicitation Requirements.** Within 24–48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. Important: OJJDP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Grants.gov will forward the application to OJP’s Grants Management System (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.”

### **Grants.gov Technical Issues**

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit their applications. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of their technical difficulties, a timeline of submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application 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, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Is Expected To Include**

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

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, that do not meet the eligibility requirements, that do not request funding within the funding limit, that do not include a program narrative, budget detail worksheet or a budget narrative, will neither proceed to peer review nor receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timeline," "Memorandums of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes in a single file.

### **Standard Form-424 (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf).

### **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 should 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 should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **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 pertinent issues of concern to the areas of tribal juvenile justice, delinquency prevention, and juvenile justice system improvement. Applicants should be clear about how the proposed study will contribute to knowledge and practice.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

**Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

Applicants should 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 should 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 should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should 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, or to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6). OJJDP does not require applicants to submit performance measures data with their applications. Applicants should describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See [www.ojjdp.ncirs.gov/grantees/pm/faq.html](http://www.ojjdp.ncirs.gov/grantees/pm/faq.html) for more information).

- **Program Design/Implementation**

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

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 demonstrate the validity and usefulness of the data that they will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed research or evaluation and address the feasibility of the proposed project and any potential challenges.

Applicants should address the major activities of their proposed study and how they will implement them. Components should include the following, as applicable:

- linkage, coordination, and cooperation with program partners and sites and OJJDP;
- methodology that clearly identifies the hypotheses to be tested and how the methodology will maximize the applicant's ability to test the hypotheses;
- the study's primary research questions and how they address existing gaps in the literature and will inform future practice;
- recruitment and retention of research subjects, including anticipated challenges and how the applicant will address them;
- description of quantitative and qualitative data collection and analysis methods and the tools to be used, addressing applicant's expertise in these techniques under "Capabilities/Competencies;"
- procedures for collecting, managing, storing, and transmitting data, identifying software and data verification procedures and procedures to remove identifying information from data prior to submission to OJJDP; and
- logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques (see "Logic Model," below).

Successful applicants must provide OJJDP with evidence of receipt of IRB clearance prior to collecting data. IRB clearance is not required at application.

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.

**Logic Model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 14.

**Timeline.** Applicants should 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 should be submitted as a separate attachment, as stipulated in "Other Attachments," page 14. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be

clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

### **Budget Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

## **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

## **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

## **Other Attachments**

Applicants should 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.

- logic model (see "Logic Model," page 12)
- timeline or milestone chart (see "Timeline," page 12)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memorandums of understanding from partner organizations (see "Letters of Support/Memoranda of Understanding," page 13)
- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable
- evidence of for-profit status, e.g., copy of articles of incorporation, if applicable.



## Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

## 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:

1. Statement of the Problem/Program (10 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (50 points)
4. Capabilities/Competencies (25 points)
5. Budget (10 points)

See "What an Application is Expected To Include," page 9, for 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 and its requirements.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination 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 U.S. Department of Justice employee. 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. A peer review panel will evaluate, score, and rate all eligible applications. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings,

considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

The Administrator of OJJDP, who also may consider other factors, including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

OJJDP usually notifies successful applicants by a GMS e-mail prior to September 30. OJJDP will notify unsuccessful applicants after September 30 by e-mail or U.S. mail.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://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)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting 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
- Active CCR Registration.

## Appendix: Application Checklist

### OJJDP FY 2011 Tribal Youth Field Initiated Research and Evaluation Programs

This application checklist has been created to assist in developing an application.

#### Eligibility Requirement:

\_\_\_\_\_ The federal amount requested is within the allowable limits of \$500,000.

#### What an Application Should Include:

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 10)

\_\_\_\_\_ Program Narrative (see page 10)

- \_\_\_\_\_ Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
- \_\_\_\_\_ Statement of the Problem
- \_\_\_\_\_ Performance Measures Requirements
- \_\_\_\_\_ Project Design and Implementation
- \_\_\_\_\_ Capabilities/Competencies

\_\_\_\_\_ Budget Detail Worksheet and Budget Narrative (see page 13)

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 14)

\_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 14)

\_\_\_\_\_ Additional Attachments (see page 14)

- \_\_\_\_\_ logic model
- \_\_\_\_\_ timeline or milestone chart
- \_\_\_\_\_ résumés of all key personnel
- \_\_\_\_\_ job descriptions for all key positions
- \_\_\_\_\_ letters of support/memorandums of understanding from partner organizations
- \_\_\_\_\_ evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
- \_\_\_\_\_ evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable

\_\_\_\_\_ Other Standard Forms, Certifications, and Other Components, as applicable (see page 15) including:

- \_\_\_\_\_ DUNS number
- \_\_\_\_\_ CCR registration
- \_\_\_\_\_ Certifications
- \_\_\_\_\_ Disclosure of lobbying activities (if applicable)
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)