U.S. Department of Justice
Office of Justice Programs
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 to provide training and technical assistance to all federally recognized tribes around juvenile justice issues, including intensive support to OJJDP's tribal program grantees. This program furthers the Department's mission by providing culturally appropriate training, support, resources, information, and other related technical assistance to assist tribes in meeting the needs of their youth.

OJJDP FY 2015 Tribal Youth Program Training and Technical Assistance

Eligibility

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

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. OJJDP will consider only one application per lead applicant; however, subrecipients may be part of multiple proposals.

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 12, 2015

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov**.

For additional information, see How To Apply in section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420, by e-mail at responsecenter@ncjrs.gov, or by Web Chat at webcontact.ncjrs.gov/ncjchat/chat.jsp. Answers to frequently asked questions that may assist applicants are posted at www.ojjdp.gov/grants/solicitations/FY2015/FAQ/TYPTTA.pdf.

Grants.gov number assigned to this announcement: OJJDP-2015-4140

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OJJDP FY 2015 Tribal Youth Program Training and Technical Assistance
(CFDA # 16.731)

A. Program Description

Overview

OJJDP is seeking a Tribal Youth Program training and technical assistance provider to provide culturally, trauma-informed, and developmentally appropriate training; support, resources; information; and other related technical assistance to all OJJDP tribal program grantees and federally recognized tribes across the nation. When allocating resources, OJJDP-funded tribal program grantees would receive priority. The successful applicant will develop culturally specific training and technical assistance for tribes seeking to build capacity to develop, expand, improve and/or maintain their juvenile justice systems. Priority areas include juvenile healing-to-wellness courts, tribal youth-specific prevention, intervention, and treatment programming and tribal-state collaborations to meet the needs of American Indian/Alaska Native children exposed to violence. The successful applicant will collaborate closely with OJJDP's other training and technical assistance efforts and providers.

This program is authorized pursuant to paragraph (3)(A) under the Juvenile Justice Programs heading in the Department of Justice Appropriations Act, 2015, Pub.L. No.113235: 128 Stat. 2130, 2195.

Project-Specific Information

OJJDP partners with and provides grant support to tribes around diverse types of youth programming (for more information, see OJJDP's Programs for Tribal Youth.) The successful applicant will deliver training and technical assistance across a variety of topics, including:

* youth development activities
* afterschool programming
* prevention and treatment of trauma caused by exposure to violence
* substance abuse treatment and mental health services
* screening and risk/needs assessments
* law enforcement relationships with youth and the community
* juvenile healing-to-wellness courts
* court services and diversion services
* culturally based and traditional approaches to prevention and intervention
* promising programs that have indicated success in serving tribal youth.

OJJDP will expect the successful applicant to build on the accomplishments and activities of the current training and technical assistance program and to institute a seamless transition that ensures that tribal youth programs continue to receive high-quality services.

OJJDP will expect the successful applicant to provide training and technical assistance in a culturally sensitive manner that respects tribal sovereignty; understands and appreciates historical trauma, tribal history, and customs; recognizes the importance and complexity of indigenous justice systems; and understands juvenile justice issues. For example, applicants should have:

- a demonstrated understanding of juvenile delinquency in American Indian and Alaska Native tribes and the socioeconomic conditions that tribes face when responding to the needs of youth and their families.

- an understanding of the importance of race, gender, and culture in administering justice related services and programs.

- cognizance of intertribal relationships and the issues associated with providing technical assistance to tribes whose boundaries encompass multiple jurisdictions involving local, county, state, and federal governments.

- an understanding of tribal-local, tribal-state, and tribal-federal relationships and of tribal sovereignty.

Goals, Objectives, and Deliverables

The goal of this program is to provide culturally appropriate training and technical assistance to federally recognized tribes with a focus on improving trauma and developmentally appropriate outcomes for tribal youth. The successful applicant will also provide intensive, ongoing training and technical assistance to OJJDP's tribal grantees. Program objectives include the development of a range of assistance to tribes in developing and implementing youth programs and as they develop, expand, improve, restructure, and/or maintain their juvenile justice systems.

Programming for youth at risk of being or already involved in the juvenile justice system is critical to promoting positive outcomes and supporting youth development. Well-functioning programs, along with policies that derive from a developmental approach and are based on available research, can play a critical role in the development of a tribally specific, culturally relevant juvenile justice system.

The successful applicant should demonstrate the ability to provide training and technical assistance for tribal youth specific programming including:

- cultural adaptations to evidence-based practices and programming.

- tribal juvenile justice and family court systems improvements, including:

- o tribal juvenile code improvements.

  o other problem-solving and population-specific courts, such as establishing or expanding juvenile healing to wellness courts and/or peer courts.

  o risk and intake assessments.

  o indigent defense and juvenile advocacy programs.

- prevention, intervention, and treatment programs that use culturally appropriate strategies to promote protective factors, reduce risk factors, and respond to the specialized needs of tribal youth, including:

  o youth leadership development.

  o positive youth development and family strength-based program models.

  o trauma-informed care and services

  o cultural or traditional practice-informed programming.

  o mentoring.

  o substance abuse, mental health, violence prevention, and suicide prevention.

  o truancy reduction and school-based programming.

  o programs that address the specific needs of LGBT/Two Spirit youth and families.

arts-based initiatives.
- Systemic, community-wide, community or public health strategies and responses, including:

  o prevention, intervention, and response strategies for American Indian/Alaska Native children exposed to violence.

  o violence prevention strategies and approaches.

  o system-wide trauma models and culturally specific trauma-informed care improvements.

- juvenile law enforcement responses and detention center, probation and parole, and reentry programming, including:

  o diversion and alternatives to detention models.

  o green or other innovative detention and reentry programming.

- o youth development training models.

- o youth and law enforcement relationships.

- o case management and wrap-around services.

The successful applicant should also be able to deliver training and technical assistance focused on the following key topical areas:

- strategic planning and program design.

- data collection and evaluation.

- partnership development.

- Tribal Action Plan development in alcohol and substance abuse (Tribal Law and Order Act).

- sustainability and grant writing.

- budget and financial management.

- inter- and intra-tribal service coordination.

- program advisory committee creation and maintenance.

Coordination with OJJDP's related training and technical assistance priority areas. OJJDP partners with a number of technical assistance providers to address the diverse needs of its grantees. When feasible and appropriate, the successful applicant under this solicitation should coordinate with established technical assistance providers who have specialized expertise or provide related tribal youth services. Examples of OJJDP's related existing or anticipated training and technical assistance efforts include:

- OJJDP's National Training and Technical Assistance Center

- National Intertribal Youth Leadership Initiative (Today's Native Leaders).

- Alaska Native Training and Technical Assistance Center

- National Girls Initiative

- Juvenile Detention Alternatives Initiative.

Deliverables. To accomplish the goals and objectives identified above, OJJDP will expect the successful applicant to deliver the following:

1. An annual work plan identifying key training and technical assistance events, dates, and deliverables that OJJDP will review and approve. This work plan will include:

a. intensive training and technical assistance targeted to OJJDP's tribal programs funded through the Coordinated Tribal Assistance Solicitation (CTAS), specifically Purpose Areas 8 and 9.

b. planning and implementation of an annual new grantee orientation webinar.

c. planning and implementation of an annual onsite strategic planning meeting for new grantees.

d. development and implementation of a targeted training and technical assistance plan.

e. facilitation of ongoing communities of practice with cohorts of grantees engaging in similar work (i.e., tribal detention centers, diversion programs, etc.).

f. support of the existing OJJDP National Intertribal Youth Leadership Initiative.

g. development of an annual report of OJJDP-funded programs for tribal youth.

h. support OJJDP in implementation of identified recommendations within the report of the Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence.

2. Broad training and technical assistance available to all federally recognized tribes, including the development of capacity building tools, regional trainings and innovative collaborations to meet the stated needs of tribes seeking to improve their youth programming and juvenile justice systems.

3. Maintenance of a website that serves as a portal for information, resources, and requests for training and technical assistance.

4. Fulfillment of requests for individualized onsite and remote training and technical assistance to be submitted, reviewed, and approved by a standardized process.

5. Provision of a minimum of seven webinars per year to increase the capacity of tribes to develop, expand, improve, and/or maintain their juvenile justice systems, including tribal juvenile healing-to-wellness courts and tribal youth-specific prevention, intervention, and treatment programming with an emphasis on tribal-state collaborations to meet the needs of American Indian/Alaska Native children exposed to violence.

6. Development and implementation of a biennial OJJDP Tribal Youth Program National Conference that invites and convenes representatives from tribal grantees and all federally-recognized tribes to learn about the latest developments in innovative programs for tribal youth and to discuss and address tribal youth-related issues, needs, opportunities for collaboration and programs.

7. Development of creative partnerships that support and enhance the resources of the successful applicant and expand the expertise available to any federally-recognized tribes that seek training and technical assistance.

8. Conduct a limited number of "special request" communications designated as high priority at OJJDP's request. The successful applicant will implement processes, as necessary, to meet these requests. This may include presentations at conferences and communications requests from constituents.

9. Coordinated Tribal Assistance Solicitation (CTAS) support, coordination, and assistance, including the development of resources and in-person or virtual application/grant writing sessions on an annual basis.

All electronic and information technology materials developed under this award must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at www.access-board.gov/508.htm.

OJJDP Training and Technical Assistance Awardee Standards. OJJDP has developed the *Core Performance Standards for Training, Technical Assistance, and Evaluation* to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding. For additional information, go to OJJDP's NTTAC Web site.

Requirements related to coordination of activities will include, but are not limited to:

• **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.

• **OJJDP Funded Webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit to OJJDP NTTAC information in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and upload the files onto NTTAC's Online University.

• **Training Information Sharing.** The Office of Justice Programs (OJP) will be collecting information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form and submit information to NTTAC on all training events (i.e. name of requestor, description of request, dates of event, etc.) 30 days in advance of the event date and report additional data as OJJDP requires.

Evidence-based Programs or Practices. OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

• improving the quantity and quality of evidence OJP generates.
• integrating evidence into program, practice, and policy decisions within OJP and the field.
• improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov and OJJDP's Model Program Guide Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Additional resources. OJJDP encourages applicants to review the recommendations from the National Research Council's *Reforming Juvenile Justice: A Developmental Approach* and *Implementing Juvenile Justice Reform* and the Attorney General's National Task Force on Children Exposed to Violence and the Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence and consider incorporating the recommendations into their applications, where applicable.

B. Federal Award Information

OJJDP expects to make one award of as much as $2 million for a 12-month project period beginning on October 1, 2015.

OJJDP may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of award[1]. OJJDP expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OJJDP expects to

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[1] See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, National Policy, and other Legal Requirements, under Section F. Federal Award Administration Information, for details regarding the federal involvement anticipated under an award from this solicitation.

Financial management and system of internal controls. If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the nonfederal entity's compliance with statute, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state and local laws regarding privacy and obligations of confidentiality.

Award applicants are encouraged to enroll in the Department of Justice Grants Financial Management Online Training available here.

Budget Information

Cost sharing or match requirement. This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. For additional cost sharing and match information, see Section C. Eligibility Information.

Preagreement cost approvals. OJP does not typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant.

Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that 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. [2] The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

Prior approval, planning, and reporting of conference/meeting/training costs. OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available [here](#). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs associated with language assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

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[2] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the OJP Funding Resource Center.

C. Eligibility Information

For additional eligibility information, see the title page.

Cost sharing or match requirement. For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

Limit on number of application submissions. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. For more information on system-validated versions, see How To Apply.

D. Application and Submission Information

What an Application Should Include

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 a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or that do not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

Applicants should review the "Note on File Names and File Types" under How To Apply to be sure that they submit their applications in the permitted formats.

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

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. Grants.gov and OJP's Grants Management System (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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

•   written for a general public audience.
•   submitted as a separate attachment with "Project Abstract" as part of its file name.
•   single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Note on Project Evaluations on page 20.

3. 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 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 Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance 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) goals, objectives, and performance measures; (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.

The following sections should be included as part of the program narrative.

a. **Statement of the problem.** Applicants should briefly describe the need for training and technical assistance to tribal youth-serving organizations. The applicant should use data to provide evidence that the need exists, demonstrate the size and scope of the need, and document the effects of the need on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the need 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.

In this section, OJJDP will assess the extent which applicants demonstrate:

- an understanding of juvenile delinquency in American Indian and Alaska Native tribes and the socioeconomic conditions that tribes face when responding to the needs of juveniles and their families.

- an understanding of the importance of race and culture in administering justice related services and programs.

- cognizance of intertribal relationships and the issues associated with providing technical assistance to tribes whose boundaries encompass multiple jurisdictions involving local, county, state, and federal governments.

- an understanding of tribal-local, tribal-state, and tribal-federal relationships and of tribal sovereignty.

b. **Goals, objectives, and performance measures.** Applicants should describe the goals of the proposed training and technical assistance and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

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

Program objectives. Applicants should explain how the training and technical assistance program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the training and technical assistance. They should be clearly linked to the need identified in the preceding section and measurable. OJJDP will assess the extent to which applicants demonstrate an understanding of and ability to provide training and technical assistance for tribal youth specific programming which includes, but is not limited to, the following priority areas:

- cultural adaptations to evidence-based practices and programming.

- tribal juvenile justice and family court systems improvements including:

    o tribal juvenile code improvements.

    o problem-solving and population-specific courts, such as establishing or expanding tribal juvenile healing-to-wellness courts and peer courts.

    o risk and intake assessments.

    o indigent defense and juvenile advocacy programs.

- prevention, intervention, and short-term treatment programs that use culturally appropriate strategies to promote protective factors, reduce risk factors, and respond to the specialized needs of tribal youth, including:

    o positive youth development and family strength-based program models.

    o cultural or traditional practice-informed programming.

    o mentoring.

    o substance abuse, mental health, trauma, violence, and suicide prevention and responses.

    o truancy reduction and school-based programming.

    o programs that address the specific needs of LGBT/Two Spirit youth and families.

    o programs using art and dance as a foundation (i.e., art therapy, etc.).

    o youth leadership development.

- systemic, community-wide, public health strategies and responses, including:

    o prevention, intervention, and response strategies for American Indian/Alaska Native children exposed to violence.

- violence prevention strategies and approaches.

- system-wide trauma models and culturally specific trauma-informed care improvements.

☐ juvenile law enforcement responses and detention center, probation and parole, and reentry programming, including:

- diversion and alternatives to detention models.

- green or other innovative detention and reentry programming.

- youth development training models.

- youth and law enforcement relationships.

- case management and wrap-around services.

Additional key areas for provision of training and technical assistance:

- strategic planning and program design.

- data collection and evaluation.

- partnership development.

- Tribal Action Plan development (Tribal Law and Order Act).

- sustainability and grant writing.

- budget and financial management.

- inter- and intra-tribal service coordination.

- program advisory committee creation and maintenance.

Performance measures. To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Collection Technical Assistance Tool (DCTAT) located at www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
The TYP TTA provider will provide culturally, trauma informed, and developmentally appropriate training, support, resources, information, and other related technical assistance to OJJDP's tribal grantees and all federally recognized American Indian tribes.	Number of training requests received.	This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received during the reporting period.
	Number of technical assistance requests received.	This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period.
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during the reporting period.
Collaboration with OJJDP's related training and technical assistance efforts and providers.	Number of planning or training events held.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or inter-agency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning or training events held during the reporting period.

	Number of people trained.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Preferred data source is program records.	Number of people trained during the reporting period.
	Percentage of people exhibiting increased knowledge of the program area.	This measure represents the number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre and post tests is preferred.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).
	Number of program policies changed, improved, or rescinded.	This measure represents the number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Preferred data source is program records.	Number of program policies changed or improved (by type of change i.e. policies changed, improved, created, etc.).
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	The number and percent of organizations reporting improvements in operations as a result of TTA 1 to 6 months post service.	Number of organizations that receive training and technical assistance. Number of organizations reporting improvements in operations (as reported in a pre-post test survey/evaluation tool).
	Number of agencies/organizations implementing an	Number and percentage of programs served by TTA that reported implementing an evidence-based program / and	Number of agencies/organizations implementing an

	evidence-based program or practice.	or practice during or after the TTA. Evidence based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance use.	evidence-based program or practice.

OJJDP does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

Note on 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 protection regulations. 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 Funding Resource Center web page. Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

c. **Project design and implementation.** Applicants should detail how the training and technical assistance will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 5.

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.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, 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 www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 25. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

d. **Capabilities and competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees 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. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. A copy of the organizational chart showing how the organization operates including who is responsible for financial management and how subawards, if there are any, are to be managed should be included. In addition, an organizational chart detailing the management of the project proposed for funding should also be included.

All applicants should document the organization's experience and capabilities in providing services to federally recognized tribes as well as the related knowledge and competencies the staff assigned to the projects.

OJJDP will assess the extent to which applicants demonstrate an understanding of:

*   the federal government trust and legal relationship with federally recognized Indian tribes (tribal governments).

*   federal and tribal laws for citizens of Indian tribes.

*   laws governing federal/tribal law enforcement jurisdictional issues, including for tribes located in P.L. 93-280 status states.

*   federal Indian policies pertaining to Indian self-determination, tribal consultation, executive orders, and memoranda.

*   federal agencies responsible for tribal law enforcement, tribal justice systems and services, including, the Federal Bureau of Investigation; Bureau of Indian Affairs;

Drug Enforcement Agency; Alcohol, Tobacco, Firearms, and Explosives; Fish and Wildlife Service; National Park Service; etc.

- tribal governance systems, law enforcement, court systems, culture, and intergovernmental protocols.

- tribal government and law enforcement, tribal justice systems, and services; federal-tribal-state relations and intergovernmental protocols; tribal culture and community dynamics; community relations or protocols, including tribal colleges and universities; and working knowledge of the federal trust responsibility and Indian law.

OJJDP will also assess the extent to which the applicant and key staff demonstrate experience in providing services to tribes around:

- administration and financial procedures, while recognizing how tribal funding is distributed at the federal and local tribal level. This can include, but is not limited to, Public Law 93-638 Self-Governance Compacts and Contracts, formula grants, discretionary competitive grants, and contract support costs.

- tribal priority issues and areas.

- national and local-level training and technical assistance for tribal governments.

- tribal juvenile justice system creation and improvement.

- policies and procedure development, such as drafting codes and implementation of the Tribal Law and Order Act.

- training for entry-level staff on working effectively with Indian tribes and the current tribe(s) and tribal justice system(s) in the service area.

- hiring personnel and subcontractors who meet both criteria below:

  o subject matter expertise and educational credentials.

  o tribal government, law enforcement, and tribal justice systems and services; federal-tribal-state relations and intergovernmental protocols; tribal culture and community dynamics; community relations or protocols, including tribal colleges and universities; and working knowledge of the federal trust responsibility.

- comprehensive and user-friendly training and technical assistance to develop and enhance tribal justice systems.

- development of culturally competent tribal curricula.

Letters of support/memoranda of understanding. If submitting a joint application, as described under Eligibility, page 1, applicants should 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.

4. 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.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary or how the applicant could use technology and collaboration with outside organizations to reduce costs without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain

how the applicant estimated and calculated <u>all</u> costs, 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.

c. **Noncompetitive procurement contracts in excess of simplified acquisition threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the Financial Guide.

d. **Preagreement cost approvals**. For information on preagreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

• The federal agency that currently designated the applicant as high risk;
• Date the applicant was designated high risk;
• The high risk point of contact name, phone number, and email address, from that federal agency; and
• Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any

organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. 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 and/or letters of support/ memoranda of understanding when assessing "capabilities/competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

a. Applicant disclosure of pending applications. Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency

- the solicitation name/project name

- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health	Drug Free Communities Mentoring Program/ North County Youth Mentoring	John Doe, 202/000-0000; john.doe@hhs.gov

Services Administration	Program	

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., "[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.")

c. timeline or milestone chart (see Timeline, page 21)

d. résumés of all key personnel

e. job descriptions outlining roles and responsibilities for all key positions

f. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 23)

g. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

h. evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How To Apply

Applicants must register in and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete

instructions on how to register and submit an application here. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606–545–5035**, 24 hours a day, 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. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJJDP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on file names and file types. Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

Grants.gov is designed to forward successfully submitted applications 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." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating 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 Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Access information about SAM registration procedures here.

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. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go here.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that 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-2015-4140.

6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the

deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate applications. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. See Note on File Names and File Types under How To Apply.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov Customer Support Hotline or the SAM Help Desk to report the technical issue and receive a tracking number. Then applicant must e-mail the Response Center at responsecenter@ncjrs.gov **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests***.* After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

• failure to register in SAM or Grants.gov in sufficient time
• failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
• failure to follow each instruction in the OJP solicitation
• technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page.

E. Application Review Information

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 20 percent of the entire score in the application review process.

Selection Criteria

1. Statement of the Problem (20 percent)
2. Goals, Objectives and Performance Measures (15 percent)
3. Project Design and Implementation (35 percent)
4. Capabilities and Competencies (25 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[3] (5 percent)

See What an Application Should Include, page 13 for the criteria that the peer reviewers will use to evaluate applications.

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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

• Applications must be submitted by an eligible type of applicant
• Applications must request funding within programmatic funding constraints (if applicable)
• Applications must be responsive to the scope of the solicitation
• Applications must include all items designated as "critical elements"
• Applicants will be checked against the General Services Administration's Excluded Parties List

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum

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[3] Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior OJJDP and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.
4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its Solicitation Requirements page of the OJP Funding Resource Center.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[4] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OJJDP anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OJJDP. OJJDP's role will include the following tasks:

- 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 used in the provision of project services.

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[4] See generally 2 C.F.R. § 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

In addition to any "federal involvement" condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the title page.

For additional contact information for Grants.gov, see the title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OJJDP FY 2015 Tribal Youth Program Training and Technical Assistance

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number   (see page 28)
_____ Acquire or renew registration with SAM   (see page 28)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 28)
_____ Acquire AOR confirmation from the E-Biz POC   (see page 28)
To Find Funding Opportunity:
_____ Search for the funding opportunity on Grants.gov   (see page 28)
_____ Download Funding Opportunity and Application Package
_____ Sign up for Grants.gov email notifications (optional) (see page 27)
_____ Read **Important Notice: Applying for Grants in Grants.gov**
After application submission, receive Grants.gov email notifications that:
_____ (1) application has been received
_____ (2) application has either been validated or rejected (see page 28)
If no Grants.gov receipt, and validation or error notifications are received:
_____ contact OJJDP regarding experiencing technical difficulties (see page 29)

General Requirements:

_____Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

_____The federal amount requested is within the allowable limit(s) of $2 million.

Eligibility Requirement:

_____State, territory, unit of local government, federally recognized tribal government.
_____Tribal or nontribal nonprofit or for-profit organization. _____Tribal
or nontribal institution of higher education.

What an Application Should Include:

_____Application for Federal Assistance (SF-424)   (see page 13)
_____Project Abstract   (see page14)
_____Program Narrative   (see page 14)
_____Budget Detail Worksheet and Narrative   (see page 23)
        _____Employee Compensation Waiver request and justification (see page 12)

_____Read [OJP policy and guidance](#) on "conference" approval, planning, and reporting (see page 12)

_____Disclosure of Lobbying Activities (SF-LLL)   (see page 26)

_____Indirect Cost Rate Agreement (if applicable)   (see page 24*)*

_____Applicant Disclosure of High Risk Status   (see page 24)

_____ Additional Attachments   (see page 25)

      _____Applicant Disclosure of Pending Applications

      _____ timeline or milestone chart

      _____résumés of all key personnel

      _____job descriptions outlining roles and responsibilities for all key positions

      _____letters of support/memoranda of understanding from partner organizations

      _____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

      _____ evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

_____ Financial Management and System of Internal Controls Questionnaire (see page 26)