



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 National Mentoring Program. This program furthers DOJ's mission by supporting initiatives to promote the development and expansion of mentoring programs for underserved tribal youth.

OJJDP FY 2011 Tribal Youth National Mentoring Program

Eligibility

Applicants are limited to national organizations that may partner with other national organizations as subgrantees, including tribal, community, secular, and faith-based nonprofit organizations and federally-recognized Indian tribal governments. (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, on 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. 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, contact Cora Roy-Stevens, Grants Program Specialist, 202-616-3659 or Cora.Roy-Stevens@usdoj.gov and Angela Parker, Grants Program Specialist, 202-353-9252 or Angela.Parker@usdoj.gov.

Grants.gov number assigned to this announcement: **OJJDP-2011-2885**.

Release Date: December 28, 2010

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OJJDP FY 2011 Tribal Youth National Mentoring Program (CFDA # 16.731)

Overview

This solicitation invites applicants to propose national initiatives that will support the development, maturation, and expansion of community programs to provide mentoring services to tribal youth populations on the reservations of federally-recognized tribes. The program will target tribal youth populations that are underserved due to location, shortage of mentors, emotional or behavioral challenges of the targeted youth, or other situations that the tribes identify. This program will be authorized by an act appropriating funds for the Department of Justice.

Deadlines: Registration and Application

Registration with 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 national organizations, including community, secular, and faith-based nonprofit organizations and federally-recognized tribal governments. Applicants may partner with other national organizations as subgrantees. National organizations are defined as having an active program or programs with a financial relationship with affiliates in at least 45 states and affiliates in a majority of states where tribes are located. An applicant must demonstrate the capacity to operate programs with tribes in multiple states and tribal jurisdictions, including tribal commercial and nonprofit national organizations, tribal colleges and universities, and tribal consortia.

OJJDP welcomes joint tribal applications; however, one applicant must be clearly indicated as the primary applicant (for fiscal responsibility, correspondence, award, and management purposes) and the others indicated as co-applicant(s).

Eligible applicants are those who propose to provide direct services to tribal reservation-based youth, and they must target individuals younger than age 18.

Program-Specific Information

Through this solicitation, OJJDP will fund successful applicants to build the capacity of tribes to develop and strengthen tribal youth mentoring programs. For the purpose of this solicitation, mentoring programs involve a structured relationship between an adult or trained peer and one or more youth. Mentoring is a process to achieve specific goals, such as improved academic performance and/or social or job skills, or to support behavioral or other personal development. Mentoring uses relationships to teach, impart, or institute changes in behaviors or attitudes. Successful mentoring programs include programs that match a mentor

with one or more youth and can take place in multiple and informal settings, as well as in a school or program context.

OJJDP-supported research and evaluations indicate that mentoring relationships should be structured to support a relationship that lasts at least 12 months or through an entire school year. Research further finds that mentoring relationships that last 2 or more years significantly increase positive outcomes for youth. Since structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it.

In the past decade, research has shown that one-on-one mentoring is optimal, although positive effects of nontraditional approaches, such as group mentoring, are also reported. Where one-on-one mentoring is not practical, group mentoring can be an effective alternative. At-risk youth benefit from adult support and guidance when receiving mentoring through either of these approaches.

Research shows that youth engaged in unhealthy and risky lifestyle choices are susceptible to delinquent behavior and being victimized. While violent crime arrest rates have declined throughout the United States, they continue to rise in Indian country. The violent crime rate in Indian country is twice that of the general population. Of particular concern is the disproportionate number of violent crimes committed by and against juveniles in Indian country.

Moreover, suicide rates are significantly higher among tribal youth than among the general population. The most recent data shows that the overall age-adjusted suicide rate for the American Indian/Alaska Native (AI/AN) population was 17.6 per 100,000 compared with 10.4 in the general U.S. population. Suicide is the second leading cause of death for tribal youth ages 15 to 24, two and one half times greater than the national average. While many risk factors for suicide for AI/AN youth are the same as for the general population, others differ in their nature or relative impact. For example, studies have shown that family disruptions place tribal youth at particular risk in view of the structure and importance of family in small and isolated communities. More than 15 percent of AI/AN students attend boarding schools, in part, as a result of the rural nature of many reservations, but also due to family dysfunction and historical educational traditions of forced attendance at boarding schools. American Indians have the highest poverty rate of any racial/ethnic group in the United States, with a rate of 26 percent compared with 11 percent overall. Unemployment rates are as much as 85 percent in many tribal communities. There are few youth-focused facilities on reservations.

The limited research available suggests that mentoring relationships with caring, responsible, and law-abiding adults may mitigate these risks. For the purposes of this tribal youth national mentoring program, the applicant must demonstrate culturally appropriate mentoring programs that include tribal-specific activities and the development of their mentoring relationship.

Purpose

The program's purpose is to build the capacity of tribes to develop and implement culturally - sensitive mentoring activities on tribal reservations. Successful applicants will strengthen and expand existing mentoring activities in reservation communities that seek to increase participation of tribal youth in interactions with tribal adult mentors. OJJDP is particularly

interested in engaging tribal elders with tribal youth to preserve tribal language and culture practices as part of supporting tribal language and culture maintenance to avoid a loss of language in the tribal community and traditional practices.

Applicants must assess tribal needs, develop plans, and implement and monitor mentoring activities in multiple states that have tribal reservations or tribal lands. OJJDP encourages applicants to incorporate best practices based on research and to consider a variety of national and tribal mentoring approaches. Applicants must demonstrate cultural competency and experience, as well as evidence, knowledge, and understanding of the needs of the tribal communities in which they propose to work. Applicants must consult with tribes to develop a tribal mentoring program. Applicants may include a letter of support from the community as evidence of such a relationship.

The applicant must demonstrate its knowledge of and understanding of mentoring practices in Indian Country. OJJDP expects the provider to recognize the significance and complexities of tribal culture and indigenous justice systems. For example, some tribes have their own juvenile justice systems, whereas others operate through local, county, or state systems. Some tribes rely on oral teachings exchanged through a mentorship between elders and the youth. The Tribal Youth National Mentoring Program providers will often collaborate with other tribes and agencies to coordinate efforts to address the mentoring needs of tribal communities.

- **Goals, Objectives, and Deliverables**

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

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

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

Amount and Length of Awards

OJJDP will make multiple awards of as much as \$2 million for a project period of 2 years (24 months). Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation by September 30, 2011.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver. No portion of any award of more than \$250,000 made under this solicitation may be used to pay 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 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with nonfederal 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 Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant 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:

Objectives	Performance Measures	Data Grantee Provides
<p>Improve outcomes for tribal youth in at-risk youth mentoring programs by establishing and building the capacity of tribes across the nation to develop and strengthen tribal youth mentoring programs.</p> <p>Establish and improve the administration of mentoring programs for tribal youth, including the expansion of mentoring strategies and program design.</p>	Number of tribal leaders contacted.	During the reporting period:
	Number of program youth served.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
	Percentage of program youth completing program requirements.	Number of program youth who exited the program having completed program requirements.
	Percentage of program youth who offend or reoffend.	Total number of youth who exited the program during the reporting period (successfully and unsuccessfully).
		Number of program youth with a new offense.
		Number of youth in program.

	Percentage of youth with whom an evidence-based practice was used.	Number of youth served using an evidence-based model or program. The number of youth served.
	Percentage of youth who exhibit a desired change in the targeted behavior.	Number of youth who exhibit a desired change in the targeted behavior. The targeted behavior will depend upon the program's goals, activities, and target population.
	Increase in number of program mentors recruited.	Increase in number of program mentors recruited (ready for training) during the reporting period.
	Percentage of program mentors successfully completing training.	Number of program mentors successfully completing training during the reporting period. Number of program mentors present during the reporting period.
	Percentage of trained program mentors with increased knowledge of the program area.	Number of trained program mentors demonstrating increased knowledge of the program during the reporting period. Number of trained program mentors.
	Mentor retention rate.	The number of mentors who left the program during the reporting period. The total number of mentors in the program during the reporting period.
	Increase in youth enrolled since the beginning of the grant program.	Number of youth enrolled at the beginning of the reporting period. Number of new youth added during the reporting period.
	Percentage of mentoring programs with active partners.	Number of mentoring programs with active partners. (Active partners provide direct support, i.e., funding and in-kind services such as mentors, space, training, skill-building opportunities for youth).

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 10, for additional information.

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 to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations intended to generate internal improvements to a program or service or 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 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). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

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

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 <https://www.fsr.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. Applicants who experience difficulties during this process should call the Grants.gov Customer Support Hotline at 1–800–518–4726. 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.
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.
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.
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-2011-2885.
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.

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 applications that are not responsive to the scope of the solicitation, or do not include a program narrative and budget or budget narrative, will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes or job descriptions 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.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. 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. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (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 briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, loss of culture, tribal language, etc.). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

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 applicants are expected 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 must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must 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 must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract must describe how the applicant will measure progress toward these goals.

The abstract must address the following matters:

- list of federally-recognized tribes, whose names appear in Volume 73, Number 66, of the Federal Register (pp.18553–18557), that the project will serve.
- number of juveniles (age 17 and younger) that the project will serve.
- location of the project(s), (names of reservations and states).
- type of setting (e.g., school, detention center, recreation program).
- type of project (e.g., prevention, afterschool, school-based, court-involved youth, year-round, mental health, substance abuse) with a brief narrative describing how the planned activities will address mentoring tribal youth.
- for each tribe served, a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body, (see “Tribal Resolution,” page 15).
- brief description of the tribe’s government structure (i.e., elected, appointed, duration of terms).

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 must 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, applicants will also be required to submit a completed Privacy Certificate pre-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Program Design/Implementation**

Applicants should detail how the project 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 are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

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.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

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. The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 15.

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). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 15. 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.

- If the activities take place on a tribal reservation for a specific tribes or consortium of tribes, the applicant must obtain a resolution from the tribe authorizing their interaction with the juvenile tribal members (See Tribal Resolution):
- 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. 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.

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

Indirect Cost Rate Agreement

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.

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.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

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 13)
- timeline or milestone chart (see “Timeline,” page 13)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding, Tribal Resolutions” page 13)
- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service
- evidence of for-profit status, e.g., copy of articles of incorporation.

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. 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:

1. Statement of the Problem/Program (20 points)
2. Performance Measures Requirements (20 points)
3. Program Design and Implementation (30 points)
4. Capabilities/Competencies (20 points)
5. Budget (10 points)

See "What an Application is Expected To Include," page 10, 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.

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.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, 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.

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.

- [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 National Mentoring Program

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

Eligibility Requirement:

- National organizations having an active program or programs with a financial relationship with affiliates in at least 45 states.
- One applicant must be clearly indicated as the primary applicant.
- Capacity to operate programs with tribes in multiple states and tribal jurisdictions.
- Targeted youth must be younger than age 18.
- The federal amount requested is within the allowable limits of as much as **\$2 million**.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page10)
- Program Narrative/Abstract Format (see page 11)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Statement of the Problem
 - Performance Measures Requirements
 - Program Design and Implementation
 - Capabilities/Competencies
- Budget Detail Worksheet and Budget Narrative (see page 14)
- Indirect Cost Rate Agreement (see page 14)
- Tribal Authorizing Resolution (see page 15)
- Additional Attachments (see page 15)
 - logic model
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions for all key positions
 - letters of support/MOUs 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
 - Accounting System and Financial Capability Questionnaire