



# FY 2004 Tribal Youth Program: Mental Health Initiative

Program Announcement

Due Date: June 1, 2004

**OJJDP**

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## How To Apply

The Office of Justice Programs (OJP) requires applicants to submit applications for funding through OJP's Grants Management System (GMS). Access through the Internet to this online application system expedites and streamlines the receipt, review, and processing of requests for funding. Final applications will only be accepted through the GMS online application system.

Beginning October 1, 2003, a Dun and Bradstreet Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505. When calling the toll-free number, inform the operator that you are in the process of applying for a federal grant or cooperative agreement; this will ensure you are not charged for the processing of your DUNS number.

To learn how to begin the online application process, please see the Step-by-Step Guide to OJP's Grants Management System (see page iii). Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). A toll-free telephone number (888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

Application deadlines are as follows:

- , Applicants must obtain a DUNS number prior to registration.
- , Applicants must register on GMS, prior to applying for this cooperative agreement, by 8:00 p.m. ET, May 27, 2004.
- , Applicants must submit completed applications by 8:00 p.m. ET, June 1, 2004.

Mailed and/or faxed applications or materials will not be considered.

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# Application Checklist

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS) by 8:00 p.m. ET, June 1, 2004:

\_\_\_\_\_ **DUNS Number.** Beginning October 1, 2003, a DUNS number must be included in every application for a new award or renewal of an award. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505. *See page 7.*

\_\_\_\_\_ **GMS Registration.** Registration must be completed no later than 8:00 p.m. ET, May 27, 2004. *See page 7.*

\_\_\_\_\_ **Application for Federal Assistance (SF-424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS. *See page 8.*

\_\_\_\_\_ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official. *See page 8.*

\_\_\_\_\_ **Budget Detail Worksheet.** The Budget must include a worksheet that shows the nonfederal match, if applicable, and a narrative that provides justification for all proposed costs. *See page 9.*

\_\_\_\_\_ **Program Narrative.** The Program Narrative must conform to the formatting requirements specified on page 11 and must include the following sections:

- \_\_\_ Project Abstract. *See page 11.*
- \_\_\_ Problem(s) To Be Addressed. *See page 12.*
- \_\_\_ Goals and Objectives. *See page 12.*
- \_\_\_ Project Design. *See page 12.*
- \_\_\_ Management and Organizational Capability. *See page 13.*

\_\_\_\_\_ **Other Program Attachments.** The Other Program Attachments must include the following sections in a single file:

- \_\_\_ Résumés of key personnel and/or position descriptions. *See page 15.*
- \_\_\_ Timeline (see appendix B for a sample timeline). *See page 15.*
- \_\_\_ Information regarding Coordination of Federal Efforts. *See page 15.*

Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). Refer to corresponding sections in this program announcement for more detailed information about the required contents of each attachment.

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# Step-by-Step Guide to OJP's Grants Management System

(<https://grants.ojp.usdoj.gov>)

The *Catalog of Federal Domestic Assistance* number for this solicitation is 16.731, titled "Tribal Youth Program: Mental Health Initiative."

OJP requires that applications for funding be submitted through OJP's Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt).

Applicants should use all criteria and guidelines found in this program announcement to assist them in preparing their grant application. Applications must be submitted to OJP electronically through GMS no later than 8:00 p.m. ET, June 1, 2004. However, in order to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by 8:00 p.m. ET, May 27, 2004.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 888-549-9901.

## Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and entered the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID should select "New User? Register Here." After providing all the required information, click on "Create Account" at the bottom of the page. Applicants should be sure to note their user ID and password, which are case sensitive.

Beginning October 1, 2003, a DUNS number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 800-333-0505.

## Step 2: Registering on GMS/Selecting the Program

The deadline for applicants to register on GMS is 8:00 p.m. ET, May 27, 2004.

After you have logged onto the system using your user ID and password, click on "Funding Opportunities."

Select the "Office of Juvenile Justice and Delinquency Prevention" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in OJJDP.

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From the list of OJJDP grants, find “Tribal Youth Program: Mental Health Initiative” and click “Apply Online.”

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

### **Step 3: Completing Overview Information**

Select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at [policy.fws.gov/library/rgeo12372.pdf](http://policy.fws.gov/library/rgeo12372.pdf)), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

### **Step 4: Completing Applicant Information**

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The rest of this page will repopulate from the information you submitted during the registration process. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

### **Step 5: Completing Project Information**

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter a start date for the project that is on or after October 1, 2004, and an end date that is no more than 36 months later.

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the cooperative agreement for which your organization is applying (no more than \$225,000) in the federal line under the “Estimated Funding” section.

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Click “Save and Continue.”

## Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Requirements on page 6 for detailed instructions about the information to include in each attachment.)

Budget Detail Worksheet (Attachment #1).

Program Narrative (Attachment #2).

Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

*Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.*

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

## Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have selected both documents, then enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

## Step 8: Reviewing the SF-424

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By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

### **Step 9: Submitting the Application**

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OJJDP has approved your user ID. OJJDP will approve your user ID within 2 business days after you begin your application.

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# Overview

## What Is TYP?

Supported by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the Tribal Youth Program (TYP) Mental Health Initiative provides mental health services to American Indian/Alaska Native (AI/AN) youth residing in tribal communities.

## How Do I Apply?

You must submit your application for funding through the Office of Justice Program's (OJP's) Grants Management System (GMS). This online application system will expedite and streamline the receipt, review, and processing of your request for funding. To learn how to begin the online application process, please see the Quick-Start Guide on page iii of this Program Announcement. A toll-free telephone number (888-549-9901) has been established for you to receive technical assistance as you work through the online application process. If you do not have access to the Internet and wish to apply, please contact Laura Ansera, Tribal Youth Program Manager, at 202-307-5911.

## Who Is Eligible?

Applications are invited from federally recognized tribes. Only federally recognized tribes that have a tribal resolution showing the tribe's endorsement of this application are eligible to apply. **Applicants must attach an unsigned tribal resolution. Before an applicant receives final notice of award, the applicant will be required to submitted a copy of the tribal resolution to OJJDP via fax.** Failure to submit an official tribal resolution will jeopardize an applicant's chance to receive funding.

If two or more federally recognized tribes apply as a partnership, one tribe must be clearly identified as the "primary agency" and applicants must identify a total service population in the application narrative.

**Note:** To qualify as a federally recognized tribe, the applicant's tribe name must appear in the *Federal Register* (Vol. 68, No. 234; pp. 68179-68184). (See appendix C, page 35). Federally recognized tribes eligible to apply must not have an active grant to be eligible for funding.

## Important Dates

- Eligible applicants must initiate their online applications by 8:00 p.m. ET, May 27, 2004.
- Eligible applicants must complete and submit their applications by 8:00 p.m. ET, June 1, 2004.

## What Else Do I Need To Know?

Applicants selected for awards will be funded for a 3-year budget and project period. Up to \$225,000 in funding (total for a 3-year budget period) is available.

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# Tribal Youth Program: Mental Health Initiative

## Purpose

The purpose of the Tribal Youth Program (TYP) Mental Health Initiative is to provide mental health services to American Indian/Alaska Native (AI/AN) youth in tribal communities.

## Authority

Contingent on Congressional appropriation, OJJDP anticipates that \$10 million will be available for OJJDP to support and enhance tribal efforts to prevent and control delinquency and improve the juvenile justice system for AI/AN youth. Of the \$10 million appropriated for TYP, OJJDP will use 10 percent of the appropriated funds to support program-related research, evaluation, and statistics; 2 percent to provide training and technical assistance to tribal programs; and \$8 million for discretionary grants, \$1 million of which will be available to fund discretionary programs to support the TYP Mental Health Initiative. Remaining funds will go to enhance other tribal efforts and program support.

## Background

OJJDP is offering \$1 million in discretionary funding for eligible tribes to provide substance abuse and mental health prevention and intervention services to AI/AN youth who are involved in, or at risk of becoming involved in, tribal and state juvenile justice systems.

Statistics indicate that for AI/AN youth, the age of first involvement with alcohol is lower, the frequency of drinking and the amount of alcohol consumed are higher, and the negative consequences of drinking are more common and severe than for youth in the general population. According to the Bureau of Justice Statistics' publication *American Indians and Crime* (Greenfeld and Smith, 1999), the number of arrests of AI/AN youth younger than 18 for alcohol-related violations is twice the national average.

Thus, the TYP Mental Health Initiative was established to promote mental health and substance abuse (alcohol and drug abuse) services for AI/AN youth and to support juvenile delinquency prevention and intervention efforts by creating and implementing culturally sensitive mental health programs. Mental health funding will help tribes provide a range of youth support services and programs that address the mental health and related needs of AI/AN youth and their families in various community settings (e.g., schools, violence prevention education programs, healthcare treatment programs, and the juvenile justice system).

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The TYP Mental Health Initiative is part of the Mental Health and Community Safety Initiative for American Indian/Alaska Native Children, Youth, and Families, a federal initiative developed by the U.S. Departments of Justice, Health and Human Services, Education, and the Interior. Since fiscal year (FY) 2000, this initiative has provided tribes with easy-to-access assistance to develop innovative strategies that address the mental health, behavior, substance abuse, and community safety needs of AI/AN youth and their families through a coordinated federal process.

Interagency programs included in this federal effort have been selected based on their combined potential to comprehensively address mental health, juvenile justice, and related issues. As part of this initiative, tribes are encouraged to promote coordination and collaboration among the local programs that serve young people in their communities. To date, OJJDP has awarded grants that improve mental health services in AI/AN juvenile justice systems to 25 tribes. In FY 2004, OJJDP will award cooperative agreements to federally recognized tribes.

## Goal

Funding for the TYP Mental Health Initiative is provided to help tribes improve the quality of life in AI/AN communities by addressing the need for mental health services for AI/AN youth.

## Eligibility Requirements

Applications are invited from federally recognized tribes. Tribal partnerships also are encouraged to apply, when appropriate. If two or more federally recognized tribes are applying as a partnership, one tribe must be clearly identified as the “primary agency” for purposes of correspondence, awards, and management. When applying as a partnership, applicants must identify a total service population in the Project Abstract section of the application. Although tribes may contract for services with other organizations, only federally recognized tribal governments are eligible to receive a cooperative agreement award. Each tribe will be required to submit a tribal resolution before receiving final award notice.

**Note:** To qualify as a federally recognized tribe, the applicant’s tribe name must appear in the *Federal Register* (Vol. 68, No. 234; pp. 68179–68184). (See appendix C, page 35). Federally recognized tribes eligible to apply must not have an active grant to be eligible for funding.

## Restriction for Certain Tribes

Applicants are advised that funds awarded through this program to the tribes listed below may not be used for courts or law enforcement officers for a tribe or village, pursuant to Pub. L. 108–199, sec. 112(a)(1). The following tribes are subject to the above restriction on use of funds: (1) tribes in which fewer than 25 Native members live in the village year round; and (2) tribes

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that are located within the boundaries of the Fairbanks North Star Borough, the Matanuska Susitna Borough, the Municipality of Anchorage, the Kenai Peninsula Borough, the City and Borough of Juneau, the Sitka Borough, and the Ketchikan Borough.

## Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for an award on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non-faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

## Tribal Resolution and Memorandum of Understanding

Before receiving a cooperative agreement award, applicants will be required to submit a signed copy of the tribal resolution to OJJDP. The application will not be awarded if a signed tribal resolution is not submitted upon request.

If applying as a partnership, the applicant will be required to submit a Memorandum of Understanding (MOU) that includes an outline of each partner's roles and responsibilities. Before an applicant receives a cooperative agreement award, the applicant will be required to submit a signed MOU. Failure to submit the document upon request will eliminate the applicant from consideration.

## Program Requirements

To be eligible for funding, the applicant's tribal name must appear in the listing of federally recognized tribes published in the *Federal Register* (Vol. 68, No. 234; pp. 68179–68184). (See appendix C, page 35).

## Program Categories

Those applying for funding must identify at least one and no more than two of the following categories in their Project Abstract (see page 11) as the focus of their application.

**Provide mental health services (prevention and intervention) for AI/AN youth at risk of delinquency.** Examples of prevention services include the development, enhancement, and administration of psychological assessment instruments and prevention

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programs. Treatment services include, but are not limited to, counseling for behavioral and emotional problems, services for victims of sexual abuse, and/or family support services.

**Provide mental health interventions for court-involved tribal youth.** Examples of mental health interventions include crisis intervention; mental health screenings; counseling for suicidal behavior, depression, anxiety, and other mental disorders; sex offender services; acute inpatient or residential psychiatric care facilities; discharge planning; day treatment; therapeutic group homes; therapeutic foster care; and/or improved reentry programming and services for youth returning to the community from juvenile justice or psychiatric facilities.

**Improve tribal juvenile justice systems.** Juvenile justice system improvements include, but are not limited to, enhanced intake assessments to include behavioral, emotional, and cognitive screening; implementation of gender-specific mental health programming that recognizes the unique needs of females in the juvenile justice system (e.g., likely history of sexual abuse, victimization in the context of peer relationships, pregnancy); implementation of individual and group therapeutic services; and enhancement of reentry programs to ensure continuity of mental healthcare as youth leave detention and correctional facilities to return to the community.

**Provide alcohol and drug abuse counseling services.** Counseling services include, but are not limited to, intensive case management, services for co-occurring mental health and substance abuse disorders, drug testing, and family counseling.

In addition, applicants must identify how they plan to collect the data required to meet the performance measure requirement (see page 16).

## Reporting Requirements

Recipients of TYP Mental Health Initiative cooperative agreements will be required to submit quarterly Financial Status Reports and semiannual Categorical Progress Reports that describe program implementation. In addition, cooperative agreement recipients who spend \$500,000 or more of federal funds during a fiscal year are required to submit a single organizationwide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

## Grants Versus Cooperative Agreements

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Cooperative agreements are used when substantial collaboration is anticipated between OJJDP and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with OJJDP. OJJDP will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. Responsibility for the coordination of topics addressed or services rendered will be shared by OJJDP and the recipient. Where appropriate, the recipient will act jointly with OJJDP to determine modifications to the program plan or budget and to design data collection instruments. In executing this responsibility, OJJDP requires that a program specialist meet periodically with the recipient (as determined by OJJDP) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.

## Training and Technical Assistance

Recipients of TYP Mental Health Initiative cooperative agreements will receive training and technical assistance (T/TA) to facilitate program planning, program enhancement, evaluation, and implementation. The current T/TA provider for TYP is the Native American Alliance Foundation, which is based in Albuquerque, NM. Further information on T/TA will be provided to grantees after awards have been made.

## Application Procedures

OJP requires that applications be submitted through the online Grants Management System (GMS). Access to this online application system will streamline the processing of requests for funding.

To learn how to begin the online application process, please see the Quick-Start Guide on page iii. A toll-free telephone number (888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

## Application Peer Review/Selection Criteria

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Tribes are encouraged to design culturally based programs and incorporate traditional practices, when appropriate. The roles of children, parents, and elders in individual tribal communities should be considered in the program design. Applicants should describe proposed activities and explain them in the context of juvenile delinquency prevention, intervention, and system improvement activities. OJJDP encourages applicants to involve tribal youth in the planning and implementation of program activities. Because each tribe is unique, OJJDP recognizes that applications will vary based on the approach, needs, and regional perspective of each applicant.

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all the eligibility requirements as noted above. Only applications submitted by eligible applicants and that meet all other requirements will be evaluated, scored, and rated by a peer review panel according to the selection criteria described under Application Requirements (see below). All applications that proceed to peer review will be rated on a 100-point scale. Point values for individual elements of the application are presented below with the description of each element. **Note:** Elements that are not given point values are still required.

Peer reviewers' ratings and any resulting recommendations are advisory only. All final cooperative agreement award decisions will be made by the U.S. Department of Justice, which may also give consideration to regional balance when making awards. Detailed information about OJJDP's peer review process can be found in the Funding section of OJJDP's Web site ([www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp)).

## Application Requirements

Applicants must submit the following information online through GMS:

- , DUNS Number.
- , GMS Registration.
- , Application for Federal Assistance (SF-424).
- , Assurances and Certifications.
- , Budget Detail Worksheet (Attachment #1). The Budget Detail Worksheet—including budget worksheets and detailed budget narratives for each year in the 3-year project period—accounts for 15 of the possible 100 points allotted by the peer reviewers.
- , Program Narrative (Attachment #2). The Program Narrative—including Project Abstract, Problem(s) To Be Addressed, Goals and Objectives, Project Design, and Management and Organizational Capability—accounts for 85 of the possible 100 points allotted by the peer reviewers. Point values for specific sections of the Program Narrative are as follows:

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Problem(s) To Be Addressed (15 points), Goals and Objectives (20 points), Project Design (30 points), and Management and Organizational Capability (20 points). Although not assigned a point value, the Project Abstract is required. See format requirements on page 14.

Other Program Attachments (Attachment #3). The Other Program Attachments—including résumés of key personnel, a project timeline, and Coordination of Federal Efforts—are required and must be attached in one file to your GMS application.

Detailed instructions and descriptions of each of the required application elements are provided below. Applications that do not include all the required elements will not be considered for funding.

**Note:** Files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt).

An Application Checklist has been provided for your convenience (see page ii).

## Dun and Bradstreet Data Universal Numbering System

Beginning October 1, 2003, a Dun and Bradstreet Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.

## GMS Registration

Applicants must register for this solicitation by selecting “Tribal Youth Program: Mental Health Initiative” from the Funding Opportunities page in GMS. To register, applicants must select “Apply Now,” read the warning message that appears, and select “Continue.” The deadline for applicants to register on GMS is 8:00 p.m. ET, May 27, 2004.

## Application for Federal Assistance (SF-424)

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Applicants must complete the Overview, Applicant Information, and Project Information sections of GMS. These sections provide the information needed to generate the Application for Federal Assistance (SF-424), a standard form used by most federal agencies.

## Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

### Assurances

The applicant must comply with Assurances in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

### Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement

Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace Grants.”

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 CFR part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this cooperative agreement program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

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The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

## Budget Detail Worksheet (Attachment #1) (15 points)

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget must reflect the guidelines under Award Amount and Award Period (see page 20).

**Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through cooperative agreement funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

**Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased and their relevance to the goals of the program, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

**Note:** Total costs specified in the complete budget must match the amount provided in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

A sample budget can be found in appendix A. *As with the Program Narrative and Other Program Attachments, the Budget Detail Worksheet file must be submitted in an approved format (Microsoft Word document, PDF file, or text document).*

## Budget Requirements

All project expenditures must be reasonable and support the objectives of the TYP Mental Health

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Initiative. The grantee will be required to explain how funded activities address at least one and no more than two of the following categories: (1) provide mental health services for AI/AN youth at risk of delinquency, (2) provide mental health interventions for court-involved tribal youth, (3) improve tribal juvenile justice systems, and (4) provide alcohol and drug abuse counseling services. (For more information, see page 3).

The applicant must provide a detailed budget worksheet that includes a budget narrative, including the basis for the computation of all costs, for each year of the 3-year project period. For example, if an applicant is requesting \$300,000 in funding, approximately \$100,000 should be allocated for each of the 3 years.

Budgets should include travel costs for up to two persons to attend a one-time, OJJDP-sponsored national TYP orientation meeting in year one. This meeting will take place in Washington, DC.

Budgets should include travel costs for up to two persons to attend three (one per year) OJJDP-sponsored TYP regional cluster meetings (locations to be determined).

Budgets must also include the purchase of one computer system with Internet access and e-mail capability to be dedicated to TYP, if one is not already available. Applicants must indicate whether or not they have access to a computer with Internet access and e-mail capability.

If the applicant has identified an indirect cost as part of the budget, OJJDP will require the official indirect cost agreement to be submitted before awarding the cooperative agreement. Applicants failing to submit the required indirect cost agreement will not be funded.

## Construction Costs

Construction costs are prohibited under this cooperative agreement. However, construction costs incurred as an incidental and a necessary part of a program and limited to renovations, remodeling, maintenance, and repairs that do not constitute capital expenditures will be considered on a case-by-case basis. Such costs may not exceed 10 percent of the project's total costs.

## Match

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This funding opportunity does not have a match requirement.

## Program Narrative (Attachment #2) (Total: 85 points)

The Program Narrative, which is limited to 25 double-spaced pages, is worth a total of 85 points in the peer reviewers' scoring. The program narrative must include a comprehensive proposal describing how the applicant plans to achieve the goals and objectives of the TYP Mental Health Initiative as outlined in this program announcement.

### Project Abstract

Applications must include a one-page project abstract that provides the following information:

- , The category under which the applicant is applying (see Program Categories on page 3).
- , Identification as a federally recognized tribe. (The tribe name must appear in the *Federal Register* [Vol. 68, No. 234; pp. 68179–68184].) (See appendix C, page 35.)
- , Number of juveniles (age 17 and younger) to be served by the project.
- , Age(s) of juveniles served by the project.
- , Location of the project (reservation/state).
- , Type of setting (e.g., school, detention center, court).
- , Statement that indicates whether or not a tribal resolution supporting this application has been passed. If a tribal resolution has not been passed, applicants must indicate the date when such approval will occur. **Note:** OJJDP will request a signed tribal resolution to be submitted before an applicant receives an award. Funds will not be awarded if a signed resolution is not submitted upon request.
- , Type of project (e.g., prevention, afterschool, school-based, court-involved youth, year-round, substance abuse). A brief narrative must describe how the planned activities will address up to two categories (see Program Categories on page 3).

### Problem(s) To Be Addressed (15 points)

The applicant should discuss the types and the number of incidents of juvenile delinquency in the geographic area to be served by the proposed project. The discussion must include—

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A clear statement describing the problem(s) to be addressed by the proposed project. (Include any relevant information that supports your description of the problem, such as the rate of alcohol and substance abuse, the numbers of arrests/convictions for driving under the influence, and the incidence of mental health issues among the population.)

The specific age range targeted by the proposed project.

The number of juveniles served by the proposed project.

A description of the geographic area (i.e., reservation, pueblo, rancheria, village) served by the proposed project.

### Goals and Objectives (20 points)

The goal (i.e., the statement of what the applicant wishes to achieve) and objectives (i.e., the steps the applicant will take toward meeting the goal) of the proposed project must be clearly defined, and the outcomes (i.e., results) must be measurable. There are two kinds of objectives: performance objectives and outcome objectives. Both are necessary for a good program design. Both must be measurable and must have specific deadlines for completion. The following are brief definitions and examples of performance and outcome measures:

**Performance objectives** define the essential parts of the implementation process. For example, “Hire TYP Coordinator to expand afterschool activities for 50 at-risk youth from November 1, 2004, to November 1, 2005.”

**Outcome objectives** define the results to be achieved. They describe the change(s) demonstrated by participant groups. For example, “To reduce juvenile arrest rates by 10 percent from November 1, 2004, to October 30, 2007.”

Applicants must include both performance and outcome objectives for their project.

### Project Design (30 points)

This section of the program narrative should outline a project design that is sound and contains elements directly linked to the achievement of the project objectives. The activities must be explained in the context of mental health. Applicants should describe how they will identify the AI/AN youth to be served and treated. This section should describe in detail the “who,” “what,” “where,” “when,” and “how” of the project. The project design should also include a description of any current federal and/or nonprofit programs or services that will collaborate with the proposed TYP Mental Health Initiative project.

**Timeline.** The application must include a timeline that indicates when specific tasks will be initiated and completed throughout the cooperative agreement period (October 1, 2004, to

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September 31, 2007). The applicant must refer to the timeline in the narrative, as appropriate, and include it in Attachment #3 of the application. (See sample timeline in appendix B.) Timelines must indicate the activities to be implemented and the milestones to be achieved and note who will be responsible for ensuring that they are completed.

**Evaluation.** Applicants should include a detailed plan for evaluating the proposed project that demonstrates how both performance and outcome objectives will be measured. This plan must identify the source of the data to be used in measuring the achievement of the objectives. Responsibility for data collection and analysis should be clearly stated in the plan. Applicants who need technical assistance with any part of the program design will have the opportunity to request assistance after awards have been made.

**Note:** The evaluation must collect data in support of the performance measure, as stated on page 16.

OJJDP is in the process of developing a national TYP evaluation. Applicants selected for funding under the TYP Mental Health Initiative should be prepared to cooperate in the national evaluation. Technical assistance will be provided, if needed.

### Management and Organizational Capability (20 points)

Project management and overall organizational capability demonstrate the applicant's ability to operate and support the project successfully. The application must describe the positions to be funded and the qualifications that will be required of those to be hired. Applicants must ensure that the tasks delineated in the project timeline (see "Project Design" above) are adequately staffed. Résumés and/or position descriptions must be included in Attachment #3 for individuals who will hold key positions. Applications must provide for fiscal control and accounting procedures that ensure the prudent use and proper disbursement and accounting of cooperative agreement funds.

**Tribal Resolution.** A written statement must be provided to OJJDP that indicates whether a tribal resolution supporting the application has been passed. If a tribal resolution has not been passed, applicants must state when such approval will occur.

**Note:** OJJDP will request a signed tribal resolution to be submitted before an applicant receives an award. Funds will not be awarded if a signed resolution is not submitted upon request.

**Nonsupplanting Requirement.** A written statement must be provided to OJJDP confirming that federal funds will not be used to supplant state, local, or tribal funds. Federal funds must be used to supplement existing funds for program activities and not replace funds that have been appropriated for the same purpose. Potential supplanting will be the subject of the application review, preaward review, postaward monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating

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that the reduction in nonfederal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Applicants must demonstrate an organizational capacity and the existence of a management structure that will support the achievement of the proposed project's goal and objectives in an efficient and cost-effective manner. Applicants should include a description of any similar programs/services they have provided in the past.

## Format

The Program Narrative (including all required sections) must be double-spaced using a standard 12-point font and 1-inch margins on all sides. Please limit the use of acronyms. If used, acronyms must be spelled out when first referenced. The Program Narrative must not exceed 25 pages (please number pages 1 of 25, 2 of 25, etc.). This 25-page limit includes any charts, tables, or figures. *As with the Budget Detail Worksheet and Other Program Attachments, the Program Narrative file must be submitted in an approved format (Microsoft Word document, PDF file, or text document).*

## Other Program Attachments (Attachment #3)

Applicants must provide the following materials in a single file as an attachment to their GMS applications. *As with the Budget Detail Worksheet and Program Narrative attachments, the Other Program Attachments file must be submitted in an approved format (Microsoft Word document, PDF file, or text document).*

The Other Program Attachments (Attachment #3) provide documents that supplement and support the Project Design and Management and Organizational Capability sections of the Program Narrative and attest that the application complies with the U.S. Department of Justice's (DOJ's) Coordination of Federal Efforts requirements.

Please provide the following items in the order presented here and using the headings as indicated, starting each section on a new page. In other words, the Other Program Attachments will be one file with three sections, with each section beginning on a new page. The sections are:

**Résumés of key personnel.** Résumés and/or position descriptions must be provided for individuals who will hold key positions.

**Timeline.** The timeline must indicate when specific tasks will be initiated and completed throughout the 3-year cooperative agreement period (October 1, 2004, to September 30, 2007).

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**Coordination of Federal Efforts.** To encourage better coordination among federal agencies in addressing state and local needs, DOJ requests that applicants provide information on the following:

Active federal grant award(s) supporting this or related efforts, including awards from DOJ.

Any pending application(s) for federal funds for this or related efforts.

Plans for coordinating any funds described in the previous two items with the funding sought by this application.

For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose. The term “related efforts” is defined as one of the following:

Efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants).

Another phase or component of the same program or project (e.g., the applicant’s proposed program/services implement a planning effort funded by other federal funds or provide a substance abuse treatment or education component within a criminal justice project funded by other federal funds).

Services of some kind (e.g., technical assistance, research, or evaluation) that are related to the project described in the application.

**Note:** The résumés, timeline, and information regarding the coordination of federal efforts must be attached to your GMS application *in one file*.

## Administrative Requirements

### Performance Measurement

The Government Performance and Results Act (GPRA), Pub. L. 103–62, requires that recipients of federal grant awards collect, analyze, and report data that measure the results of strategies implemented with federal funds. To ensure compliance with GPRA, grantees will be required to collect and report data that measure the results of the program implemented with this cooperative agreement.

To assist in determining program performance, award recipients will be required to collect and

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report on the following performance data prior to project implementation, semiannually during the project period, and at the end of the project period:

Number of youth fully assessed using risk and needs assessments.

Number of youth self-reporting alcohol and drug use (the applicant must identify a data collection instrument).

Percentage of youth recognized as needing substance abuse treatment who were identified through the TYP screening/assessment process.

Award recipients will be required to collect and report data in support of these measures. Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

## Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC) if one exists and if this program has been selected for review by the state. A list of state SPOCs is available on the Office of Management and Budget Web site ([www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html)). Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in Block 3 of the Overview section of the GMS application.

## Coordination of Federal Efforts

To encourage better coordination among federal agencies in addressing state and local needs, the U.S. Department of Justice requests that applicants provide information on the following: (1) active federal grant award(s) supporting this or related efforts, including awards from the U.S. Department of Justice; (2) any pending application(s) for federal funds for this or related efforts; and (3) plans for coordinating any funds described in items (1) or (2) with the funding sought by this application. For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose. "Related efforts" is defined for these purposes as one of the following:

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Efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants or cooperative agreements).

Another phase or component of the same program or project (e.g., to implement a planning effort funded by other federal funds or to provide a substance abuse treatment or education component within a criminal justice project).

Services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

## Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances required to be submitted with the application to understand the applicable legal and administrative requirements.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), or by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street NW., 8th Floor  
Washington, DC 20531

## Privacy Certificate Requirements

Applicants should be aware of the U.S. Department of Justice's (DOJ's) requirements for privacy and confidentiality in research and statistical efforts. These requirements are stipulated by 42 U.S.C. § 3879g. DOJ has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants

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requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The purpose of the Privacy Certificate is to ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must be in compliance with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the OJJDP Web site at [ojjdp.ncjrs.org/funding/privacy.pdf](http://ojjdp.ncjrs.org/funding/privacy.pdf).

Applicants are further advised that any project that will involve the use of human research subjects must be reviewed by an institutional review board (IRB), in accordance with DOJ regulations at 28 CFR Part 46. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that the project be approved by an appropriate IRB before federal funds can be disbursed. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site at [ojjdp.ncjrs.org/funding/confidentiality.pdf](http://ojjdp.ncjrs.org/funding/confidentiality.pdf).

## Financial Requirements

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance and OJP’s *Financial Guide*, which is available on OJP’s Web site ([www.ojp.usdoj.gov/oc](http://www.ojp.usdoj.gov/oc)). The *Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern the administration of funds by all successful applicants.

## Government Audit Requirements

Audits of state and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$500,000 or more of federal funds during their fiscal year are required to submit to their cognizant federal agency an organizationwide financial and compliance audit report within 9 months after the close of each fiscal year during the term of the award.

Grantees must comply with the following OJP reporting requirements:

**Financial Status Reports (SF-269).** Financial Status Reports should be completed and provided to the Office of the Comptroller’s Control Desk within 45 days after the end of each calendar quarter during the project period.

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**Categorical Assistance Progress Reports (OJP Form 4587/1).** Categorical Assistance Progress Reports should be completed and provided to the Office of the Comptroller's Control Desk within 30 days after the end of the June 30 and December 31 semiannual period during the project period.

## Suspension or Termination of Funding

OJJDP may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

Failing to comply substantially with the requirements or statutory objectives of the Juvenile Justice and Delinquency Prevention Act, program guidelines issued thereunder, or other provisions of federal law.

Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.

Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.

Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.

Failing to submit reports.

Filing a false certification in this application or other report or document.

Before imposing sanctions, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in DOJ regulations in 28 CFR Part 18.

## Award Amount

Up to \$225,000 will be available for the 3-year cooperative agreement period.

## Award Period

This project will be funded for a 3-year project and budget period.

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## Due Date

All online applications must be completed by 8:00 p.m. ET, June 1, 2004.

## Contact

For further information, contact:

Laura Ansera, Program Manager  
Tribal Youth Program  
Demonstration Programs Division  
Office of Juvenile Justice and Delinquency Prevention  
810 Seventh Street NW.  
Washington, DC 20531  
202-307-5924  
[anseral@ojp.usdoj.gov](mailto:anseral@ojp.usdoj.gov)

# Appendix A: Sample Budget Detail Worksheet

The following sample Budget Detail Worksheet may be used as a guide to help applicants prepare the budget worksheet and budget narrative. Applicants must submit a complete Budget Detail Worksheet that covers each year of the 3-year cooperative agreement period. A budget summary for each year and a summary for the total (3-year) budget must also be included. You may submit the budget and budget narrative using this format or a format of your choice. However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted. **Note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.**

<b>A. Personnel</b> – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant’s organization.		
<b>YEAR ONE</b>		
<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Project Coordinator	\$35,000 x 50%	\$17,500
2 Case Managers	\$23,040 x 25% x 2	\$11,520
The Tribal Administrator will supervise the Project Coordinator. The Project Coordinator will supervise the Case Managers as well as coordinate all planned activities including the evaluation. Two Case Managers will work individually with juvenile offenders in two different communities on the reservation.		<b>Year 1 Total \$29,020</b>
<b>YEAR TWO</b>		
<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Project Coordinator	35,875 x 50%	\$17,938
2 Case Managers	23,616 x 25% x 2	\$11,808
The Tribal Administrator, Project Coordinator, and Case Managers are all eligible for a 5% cost of living increase after their first year with the project.		<b>Year 2 Total \$29,746</b>
<b>YEAR THREE</b>		
<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Project Coordinator	36,772 x 50%	\$18,386
2 Case Managers	24,207 x 25% x 2	\$12,104
The Tribal Administrator, Project Coordinator, and Case Managers are all eligible for a 5% cost of living increase after their second year of the project.		<b>Year 3 Total \$30,490</b>

**B. Fringe Benefits** – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category A (Personnel) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workmen’s Compensation, and Unemployment Compensation.

**YEAR ONE**

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Project Coordinator	\$17,500 x 18%	\$3,150
2 Case Managers	\$5,760 x 18% x 2	\$2,074
Fringe benefit rate of 18% includes FICA 7.65%, worker’s compensation 2.5%, health/life insurance 6.35%, and unemployment insurance 1.5%.		
		<b>Year 1 Total <u>\$5,224</u></b>
<b>Year 1 Total Personnel &amp; Fringe Benefits <u>\$34,244</u></b>		

**YEAR TWO**

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Project Coordinator	\$17,938 x 18%	\$3,229
2 Case Managers	\$5,904 x 18% x 2	\$2,126
Fringe benefit rate of 18% includes FICA 7.65%, worker’s compensation 2.5%, health/life insurance 6.35%, and unemployment insurance 1.5%.		
		<b>Year 2 Total <u>\$5,355</u></b>
<b>Year 2 Total Personnel &amp; Fringe Benefits <u>\$35,101</u></b>		

**YEAR THREE**

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Project Coordinator	\$18,386 x 18%	\$3,309
2 Case Managers	\$6,052 x 18% x 2	\$2,179
Fringe benefit rate of 18% includes FICA 7.65%, worker’s compensation 2.5%, health/life insurance 6.35%, and unemployment insurance 1.5%.		
		<b>Year 3 Total <u>\$5,488</u></b>
<b>Year 3 Total Personnel &amp; Fringe Benefits <u>\$35,978</u></b>		

SAMPLE

**C. Travel** – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

**YEAR 1**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<b>TYP New Grantees Training</b>	Washington, DC	Airfare	(\$400 x 2 people x 1 trips)	\$800
		Hotel	(\$119 x 3 nights x 2 people x 1 trips)	\$714
		Meals	(\$46/day x 3 days x 2 people x 1 trips)	\$276
<b>TYP Regional Training</b>	TBD	Airfare	(\$600 average 2 people)	\$1,200
		Hotel	(\$119 x 3 nights x 2 people x 1 trips)	\$714
		Meals	(\$46/day x 3 days x 2 people x 1 trips)	\$276
<b>Local Transportation</b>		Mileage	(500 miles x .365 per mi. x 12 months x 2 staff)	\$4,380
<b>Year 1 Total</b>				<b><u>\$8,360</u></b>

As stated in the TYP Mental Health Initiative solicitation, grantees are required to attend a New Grantees Training in the first year of the grant. In addition to a New Grantees Training, grantees are required to attend a region training the first year as well. Local Transportation includes transporting the youth to and from TYP activities.

**C. Travel (continued)****YEAR 2**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<b>TYP Regional Training</b>	TBD	Airfare	(\$600 x 2 people)	\$1,200
		Hotel	(\$119 x 3 nights x 2 people)	\$714
		Meals	(\$46/day x 3 days x 2 people )	\$276
<b>Local Transportation</b>		Mileage	(500 miles x .365 per mi. x 12 months x 2 staff)	\$4,380

As stated in the TYP Mental Health Initiative solicitation, grantees are required to attend one Regional Training every year. Local Transportation includes transporting the youth to and from TYP activities.

**Year 2 Total \$6,570**

**YEAR 3**

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<b>TYP Regional Training</b>	TBD	Airfare	(\$600 x 2 people)	\$1,200
		Hotel	(\$119 x 3 nights x 2 people)	\$714
		Meals	(\$46/day x 3 days x 2 people)	\$276
<b>Local Transportation</b>		Mileage	(500 miles x .365 per mi. x 12 months x 2 staff)	\$4,380

Local Transportation includes transporting the youth to and from TYP activities. As stated in the TYP Mental Health Initiative solicitation, grantees are required to attend one Regional Training every year.

**Year 3 Total \$6,570**

**D. Equipment** – List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than 2 years and an acquisition cost of \$5,000 or more per

unit. (**Note:** Organization’s own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the “Supplies” category or in the “Other Costs” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Consultants/Contracts” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

**YEAR 1**

Item	Computation	Cost
N/A		
		<b>Year 1 Total \$0</b>

**YEAR 2**

Item	Computation	Cost
N/A		
		<b>Year 2 Total \$0</b>

**YEAR 3**

Item	Computation	Cost
N/A		
		<b>Year 3 Total \$0</b>

SAMPLE

**E. Supplies** – List items by type (office supplies, postages, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand-held tape recorders) and show the basis for computation. (**Note:** Organization’s own capitalization policy may be used for items costing

less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

**YEAR 1**

<b>Supply Items</b>	<b>Computation</b>	<b>Cost</b>
Office Supplies	(\$75/mo. x 12 mo.)	\$900
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial		
Supplies for TYP Program	(\$90/mo. x 12 mo.)	\$1,080
Training Materials	(\$2/set x 250 sets)	\$500

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the case managers. Art/Educational/Tutorial Supplies will be used during the afterschool activities. Training materials will be purchased and distributed to staff and parents.

**Year 1 Total \$2,720**

**YEAR 2**

<b>Supply Items</b>	<b>Computation</b>	<b>Cost</b>
Office Supplies	(\$75/mo. x 12 mo.)	\$900
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial		
Supplies for TYP Program	(\$120/mo. x 12 mo.)	\$1,440

The Art/Education/Tutorial Supplies have increased because the program hopes to increase the amount of youth participants in the afterschool program by 20% in the second year.

**Year 2 Total \$2,580**

**YEAR 3**

<b>Supply Items</b>	<b>Computation</b>	<b>Cost</b>
Office Supplies	(\$75/mo. x 12 mo.)	\$900
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial		
Supplies for TYP Program	(\$150/mo. x 12 mo.)	\$1,800

The Art/Education/Tutorial Supplies have increased because the program hopes to increase the amount of youth participants in the afterschool program by an additional 20% in the third year.

**F. Construction** – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

**YEAR 1**

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
N/A		<b>Year 1 Total \$0</b>
<b>YEAR 2</b>		
<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
N/A		<b>Year 2 Total \$0</b>
<b>YEAR 3</b>		
<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
N/A		<b>Year 3 Total \$0</b>
<p>SAMPLE</p>		

**G. Consultants/Contracts** – Indicate whether applicant’s formal written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant, enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

**YEAR 1**

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
5 Elders	Mentoring	(\$100/day x 8days x 5 Elders)	\$4,000
State University	Evaluation and Data Collection	(\$200/day x 10 days)	\$2,000

Five Elders from the community will be used as tutors during the afterschool program. Also, these Elders will work individually with juvenile offenders identified by the tribal court. State University will provide the TYP staff with training and technical assistance on collecting and analyzing the data.

**Year 1 Total \$6,000**

**YEAR 2**

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
10 Elders	Mentoring	(\$100/day x 8 days x 10 Elders)	\$8,000
State University	Evaluation and Data Collection	(\$200/day x 7 days)	\$1,400

Ten Elders from the community will be used to assist in the afterschool program. In addition, these Elders will mentor juvenile offenders. As stated in the project design of the application, we hope to double the amount of individual mentoring sessions between the offenders and the Elders during years 2 and 3, thus increasing the number of Elders participating.

**Year 2 Total \$9,400**

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**G. Consultants/Contracts (continued)****YEAR 3**

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
10 Elders	Mentoring	(\$100/day x 8 days x 10 Elders)	\$8,000
State University	Evaluation and Data Collection	(\$200/day x 5 days)	\$1,000

Ten Elders from the community will be used to assist in the afterschool program. In addition, these Elders will mentor juvenile offenders. As stated in the project design of the application, we hope to double the amount of individual mentoring sessions between the offenders and the Elders during years 2 and 3, thus increasing the number of Elders participating.

**Year 3 Total \$9,000**

SAMPLE

**H. Other Costs** – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

**YEAR 1**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Rent	(700 sq. ft. x \$15/sq.ft.)	\$10,500
Telephone	(\$50/mo. x 12 mo. x 2 offices)	\$1,200
Internet/E-mail	(\$18 x 12 mo. x 2 offices)	\$432
Computer w/ CD-ROM	\$2,000	\$2,000

This rent will pay for space for TYP. No space is currently available in tribal-owned buildings. This building will be where the TYP afterschool activities will take place. Computer required to communicate with OJJDP and to store collected data.

**Year 1 Total \$14,132**

**YEAR 2**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Rent	(700 sq. ft. x \$15/sq.ft.)	\$10,500
Telephone	(\$50/mo. x 12 mo. x 2 offices)	\$1,200
Internet/E-mail	(\$18 x 12 mo. x 2 offices)	\$ 432

This rent will pay for space for TYP. No space is currently available in tribal-owned buildings. This building will be where the TYP afterschool activities will take place.

**Year 2 Total \$12,132**

**YEAR 3**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Rent	(700 sq. ft. x \$15/sq.ft.)	\$10,500
Telephone	(\$50/mo. x 12 mo. x 2 offices)	\$1,200
Internet/E-mail	(\$18 x 12 mo. x 2 offices)	\$ 432

This rent will pay for space for TYP. No space is currently available in tribal-owned buildings. This building will be where the TYP afterschool activities will take place.

**Year 3 Total \$12,132**

**I. Indirect Costs** – Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. **OJJDP will require the applicant to submit a copy of the rate approval (a fully executed, negotiated agreement) via fax before the final notice of award.** 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 costs categories.

**YEAR 1**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Current indirect cost rate = 10%	10% x \$65,456 (total direct cost)	\$6,546

The Department of Interior is the cognizant agency for the Tribe. The indirect cost agreement will be submitted upon request from OJJDP.

**Year 1 Total \$6,546**

**YEAR 2**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Current indirect cost rate = 10%	10% x \$65,783 (total direct cost)	\$6,578

The Department of Interior is the cognizant agency for the Tribe. The indirect cost agreement will be submitted upon request from OJJDP.

**Year 2 Total \$6,578**

**YEAR 3**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Current indirect cost rate = 10%	10% x \$66,620 (total direct cost)	\$6,662

The Department of Interior is the cognizant agency for the Tribe. The indirect cost agreement will be submitted upon request from OJJDP.

**Year 3 Total \$6,662**

**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal requested and the amount of nonfederal funds that will support the project.

<b>Budget Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>A. Personnel</b>	\$29,020	\$29,746	\$30,490	\$89,256
<b>B. Fringe Benefits</b>	5,224	5,355	5,488	16,067
<b>C. Travel</b>	8,360	6,570	6,570	21,500
<b>D. Equipment</b>	0	0	0	0
<b>E. Supplies</b>	2,720	2,580	2,940	8,240
<b>F. Construction</b>	0	0	0	0
<b>G. Consultants/Contracts</b>	6,000	9,400	9,000	24,400
<b>H. Other</b>	14,132	12,132	12,132	38,396
<b>Total Direct Costs</b>	65,456	65,783	66,620	197,859
<b>I. Indirect Costs</b>	6,546	6,578	6,662	19,786
<b>TOTAL PROJECT COSTS</b>	\$72,002	\$72,361	\$73,282	<b><u>\$217,645</u></b>
<b>Federal Request</b>				<b><u>\$217,645</u></b>
<b>Nonfederal Amount</b>				<b><u>0</u></b>

## Appendix B: Sample Timeline

Goal	Objective	Activity	Due Date	Person/Group Responsible
<b>Reduce juvenile delinquency and violence among tribal youth.</b>	Conduct 5 culturally relevant activities and workshops for 100 tribal youth during the first 2 years.		9/30/06	
			01/1/04	Program Coordinator
			Once a month for the duration of the grant.	Program Coordinator
			01/15/04	NAYEP Committee
			01/30/04	NAYEP Committee
			3/2004	NAYEP Committee
			4/2004	NAYEP Committee
			9/2005	NAYEP Committee
			01/2006	NAYEP Committee
			4/2006	NAYEP Committee

<b>Reduce substance and alcohol abuse among tribal youth.</b>	Provide prevention and intervention services for at least 50 tribal youth.		9/2006	
		Create a Memorandum of Understanding with Tribal Youth to refer first-time juvenile offenders to substance and alcohol abuse counseling.	01/2004	Program Coordinator
		Hire a substance abuse counselor.	01/2004	Program Coordinator
		Provide treatment and services to tribal youth.	Starting 1/2004 for the duration of the grant.	Counselor
		Provide treatment to 25 tribal youth.	1/2005	
		Provide treatment to 50 tribal youth.	1/2005	
	Conduct 3 educational workshops on substance abuse for 50 tribal youth.		9/2006	
		Identify topics and guest speakers.	1/2004	Program Coordinator
		Conduct workshop 1.	9/2004	Program Coordinator
		Conduct workshop 2.	3/2005	Program Coordinator
		Conduct workshop 3.	3/2006	Program Coordinator

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# Appendix C: List of Federally Recognized Tribes

(from the *Federal Register*, Vol. 68, No. 234, pp. 68179–68184)

## DEPARTMENT OF THE INTERIOR

### Bureau of Indian Affairs

#### Indian Entities Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs

AGENCY: Bureau of Indian Affairs, Interior.

ACTION: Notice.

**SUMMARY:** Notice is hereby given of the current list of 562 tribal entities recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. This notice is published pursuant to section 104 of the Act of November 2, 1994 (Pub. L. 103-454; 108 Stat. 4791, 4792).

**FOR FURTHER INFORMATION CONTACT:** Daisy West, Bureau of Indian Affairs, Division of Tribal Government Services, MS-320-MIB, 1849 C Street, NW., Washington, DC 20240. Telephone number: (202) 513-7641.

**SUPPLEMENTARY INFORMATION:** This notice is published in exercise of authority delegated to the Assistant Secretary--Indian Affairs under 25 U.S.C. 2 and 9 and 209 DM 8.

Published below is a list of federally acknowledged tribes in the contiguous 48 states and in Alaska. The list is updated from the notice published on July 12, 2002 (67 FR 46328).

Several tribes have made changes to their tribal name. To aid in identifying tribal name changes, the tribe's former name is included with the new tribal name. We will continue to list the tribe's former name for several years before dropping the former name from the list. We have also made several corrections. To aid in identifying corrections, the tribe's previously listed name is included with the tribal name.

The listed entities are acknowledged to have the immunities and privileges available to other federally

acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, powers, limitations and obligations of such tribes. We have continued the practice of listing the Alaska Native entities separately solely for the purpose of facilitating identification of them and reference to them given the large number of complex Native names.

Dated: November 21, 2003.

**Aurene M. Martin,**  
*Principal Deputy Assistant Secretary—Indian Affairs.*

#### **Indian Tribal Entities Within the Contiguous 48 States Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs**

Absentee-Shawnee Tribe of Indians of Oklahoma  
Agua Caliente Band of Cahuilla Indians of the Agua Caliente Indian Reservation, California  
Ak Chin Indian Community of the Maricopa (Ak Chin) Indian Reservation, Arizona  
Alabama-Coushatta Tribes of Texas  
Alabama-Quassarte Tribal Town, Oklahoma  
Alturas Indian Rancheria, California  
Apache Tribe of Oklahoma  
Arapahoe Tribe of the Wind River Reservation, Wyoming  
Aroostook Band of Micmac Indians of Maine  
Assiniboine and Sioux Tribes of the Fort Peck Indian Reservation, Montana  
Augustine Band of Cahuilla Mission Indians of the Augustine Reservation, California  
Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, Wisconsin  
Bay Mills Indian Community, Michigan  
Bear River Band of the Rohnerville Rancheria, California  
Berry Creek Rancheria of Maidu Indians of California  
Big Lagoon Rancheria, California  
Big Pine Band of Owens Valley Paiute Shoshone Indians of the Big Pine Reservation, California  
Big Sandy Rancheria of Mono Indians of California

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Big Valley Band of Pomo Indians of the Big Valley Rancheria, California  
 Blackfoot Tribe of the Blackfoot Indian Reservation of Montana  
 Blue Lake Rancheria, California  
 Bridgeport Paiute Indian Colony of California  
 Buena Vista Rancheria of Me-Wuk Indians of California  
 Burns Paiute Tribe of the Burns Paiute Indian Colony of Oregon  
 Cabazon Band of Mission Indians, California (previously listed as the Cabazon Band of Cahuilla Mission Indians of the Cabazon Reservation)  
 Cachil DeHe Band of Wintun Indians of the Colusa Indian Community of the Colusa Rancheria, California  
 Caddo Nation of Oklahoma (formerly the Caddo Indian Tribe of Oklahoma)  
 Cahuilla Band of Mission Indians of the Cahuilla Reservation, California  
 Cahto Indian Tribe of the Laytonville Rancheria, California  
 California Valley Miwok Tribe, California (formerly the Sheep Ranch Rancheria of Me-Wuk Indians of California)  
 Campo Band of Diegueno Mission Indians of the Campo Indian Reservation, California  
 Capitan Grande Band of Diegueno Mission Indians of California:  
     Barona Group of Capitan Grande Band of Mission Indians of the Barona Reservation, California  
     Viejas (Baron Long) Group of Capitan Grande Band of Mission Indians of the Viejas Reservation, California  
 Catawba Indian Nation (aka Catawba Tribe of South Carolina)  
 Cayuga Nation of New York  
 Cedarville Rancheria, California  
 Chemehuevi Indian Tribe of the Chemehuevi Reservation, California  
 Cher-Ae Heights Indian Community of the Trinidad Rancheria, California  
 Cherokee Nation, Oklahoma  
 Cheyenne-Arapaho Tribes of Oklahoma  
 Cheyenne River Sioux Tribe of the Cheyenne River Reservation, South Dakota  
 Chickasaw Nation, Oklahoma  
 Chicken Ranch Rancheria of Me-Wuk Indians of California  
 Chippewa-Cree Indians of the Rocky Boy's Reservation, Montana  
 Chitimacha Tribe of Louisiana  
 Choctaw Nation of Oklahoma  
 Citizen Potawatomi Nation, Oklahoma  
 Cloverdale Rancheria of Pomo Indians of California  
 Cocopah Tribe of Arizona  
 Coeur D'Alene Tribe of the Coeur D'Alene Reservation, Idaho  
 Cold Springs Rancheria of Mono Indians of California  
 Colorado River Indian Tribes of the Colorado River Indian Reservation, Arizona and California  
 Comanche Nation, Oklahoma (formerly the Comanche Indian Tribe)  
 Confederated Salish & Kootenai Tribes of the Flathead Reservation, Montana  
 Confederated Tribes of the Chehalis Reservation, Washington  
 Confederated Tribes of the Colville Reservation, Washington  
 Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians of Oregon  
 Confederated Tribes of the Goshute Reservation, Nevada and Utah  
 Confederated Tribes of the Grand Ronde Community of Oregon  
 Confederated Tribes of the Siletz Reservation, Oregon  
 Confederated Tribes of the Umatilla Reservation, Oregon  
 Confederated Tribes of the Warm Springs Reservation of Oregon  
 Confederated Tribes and Bands of the Yakama Nation, Washington (formerly the Confederated Tribes and Bands of the Yakama Indian Nation of the Yakama Reservation)  
 Coquille Tribe of Oregon  
 Cortina Indian Rancheria of Wintun Indians of California  
 Coshatta Tribe of Louisiana  
 Cow Creek Band of Umpqua Indians of Oregon  
 Cowlitz Indian Tribe, Washington  
 Coyote Valley Band of Pomo Indians of California  
 Crow Tribe of Montana  
 Crow Creek Sioux Tribe of the Crow Creek Reservation, South Dakota  
 Death Valley Timbi-Sha Shoshone Band of California  
 Delaware Nation, Oklahoma (formerly the Delaware Tribe of Western Oklahoma)  
 Delaware Tribe of Indians, Oklahoma  
 Dry Creek Rancheria of Pomo Indians of California  
 Duckwater Shoshone Tribe of the Duckwater Reservation, Nevada  
 Eastern Band of Cherokee Indians of North Carolina

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Eastern Shawnee Tribe of Oklahoma  
 Elem Indian Colony of Pomo Indians of the Sulphur  
 Bank Rancheria, California  
 Elk Valley Rancheria, California  
 Ely Shoshone Tribe of Nevada  
 Enterprise Rancheria of Maidu Indians of California  
 Ewiiapaayp Band of Kumeyaay Indians, California  
 (formerly the Cuyapaipe Community of Diegueno  
 Mission Indians of the Cuyapaipe Reservation)  
 Federated Indians of Graton Rancheria, California  
 (formerly the Graton Rancheria)  
 Flandreau Santee Sioux Tribe of South Dakota  
 Forest County Potawatomi Community, Wisconsin  
 Fort Belknap Indian Community of the Fort Belknap  
 Reservation of Montana  
 Fort Bidwell Indian Community of the Fort Bidwell  
 Reservation of California  
 Fort Independence Indian Community of Paiute Indians  
 of the Fort Independence Reservation, California  
 Fort McDermitt Paiute and Shoshone Tribes of the Fort  
 McDermitt Indian Reservation, Nevada and Oregon  
 Fort McDowell Yavapai Nation, Arizona (formerly the  
 Fort McDowell Mohave-Apache Community of the  
 Fort McDowell Indian Reservation)  
 Fort Mojave Indian Tribe of Arizona, California &  
 Nevada  
 Fort Sill Apache Tribe of Oklahoma  
 Gila River Indian Community of the Gila River Indian  
 Reservation, Arizona  
 Grand Traverse Band of Ottawa and Chippewa Indians,  
 Michigan  
 Greenville Rancheria of Maidu Indians of California  
 Grindstone Indian Rancheria of Wintun-Wailaki  
 Indians of California  
 Guidiville Rancheria of California  
 Hannahville Indian Community, Michigan  
 Havasupai Tribe of the Havasupai Reservation, Arizona  
 Ho-Chunk Nation of Wisconsin (formerly the  
 Wisconsin Winnebago Tribe)  
 Hoh Indian Tribe of the Hoh Indian Reservation,  
 Washington  
 Hoopa Valley Tribe, California  
 Hopi Tribe of Arizona  
 Hopland Band of Pomo Indians of the Hopland  
 Rancheria, California  
 Houlton Band of Maliseet Indians of Maine  
 Hualapai Indian Tribe of the Hualapai Indian  
 Reservation, Arizona  
 Huron Potawatomi, Inc., Michigan  
 Inaja Band of Diegueno Mission Indians of the Inaja  
 and Cosmit Reservation, California  
 Ione Band of Miwok Indians of California  
 Iowa Tribe of Kansas and Nebraska  
 Iowa Tribe of Oklahoma  
 Jackson Rancheria of Me-Wuk Indians of California  
 Jamestown S'Klallam Tribe of Washington  
 Jamul Indian Village of California  
 Jena Band of Choctaw Indians, Louisiana  
 Jicarilla Apache Nation, New Mexico (formerly the  
 Jicarilla Apache Tribe of the Jicarilla Apache Indian  
 Reservation)  
 Kaibab Band of Paiute Indians of the Kaibab Indian  
 Reservation, Arizona  
 Kalispel Indian Community of the Kalispel  
 Reservation, Washington  
 Karuk Tribe of California  
 Kashia Band of Pomo Indians of the Stewarts Point  
 Rancheria, California  
 Kaw Nation, Oklahoma  
 Keweenaw Bay Indian Community, Michigan  
 Kialegee Tribal Town, Oklahoma  
 Kickapoo Tribe of Indians of the Kickapoo Reservation  
 in Kansas  
 Kickapoo Tribe of Oklahoma  
 Kickapoo Traditional Tribe of Texas  
 Kiowa Indian Tribe of Oklahoma  
 Klamath Indian Tribe of Oregon  
 Kootenai Tribe of Idaho  
 La Jolla Band of Luiseno Mission Indians of the La  
 Jolla Reservation, California  
 La Posta Band of Diegueno Mission Indians of the La  
 Posta Indian Reservation, California  
 Lac Courte Oreilles Band of Lake Superior Chippewa  
 Indians of Wisconsin  
 Lac du Flambeau Band of Lake Superior Chippewa  
 Indians of the Lac du Flambeau Reservation of  
 Wisconsin  
 Lac Vieux Desert Band of Lake Superior Chippewa  
 Indians, Michigan  
 Las Vegas Tribe of Paiute Indians of the Las Vegas  
 Indian Colony, Nevada  
 Little River Band of Ottawa Indians, Michigan  
 Little Traverse Bay Bands of Odawa Indians, Michigan  
 Lower Lake Rancheria, California  
 Los Coyotes Band of Cahuilla & Cupeno Indians of the  
 Los Coyotes Reservation, California (formerly the  
 Los Coyotes Band of Cahuilla Mission Indians of the  
 Los Coyotes Reservation)  
 Lovelock Paiute Tribe of the Lovelock Indian Colony,  
 Nevada  
 Lower Brule Sioux Tribe of the Lower Brule  
 Reservation, South Dakota

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Lower Elwha Tribal Community of the Lower Elwha Reservation, Washington	Northwestern Band of Shoshoni Nation of Utah (Washakie)
Lower Sioux Indian Community in the State of Minnesota	Oglala Sioux Tribe of the Pine Ridge Reservation, South Dakota
Lummi Tribe of the Lummi Reservation, Washington	Omaha Tribe of Nebraska
Lytton Rancheria of California	Oneida Nation of New York
Makah Indian Tribe of the Makah Indian Reservation, Washington	Oneida Tribe of Indians of Wisconsin
Manchester Band of Pomo Indians of the Manchester-Point Arena Rancheria, California	Onondaga Nation of New York
Manzanita Band of Diegueno Mission Indians of the Manzanita Reservation, California	Osage Tribe, Oklahoma
Mashantucket Pequot Tribe of Connecticut	Ottawa Tribe of Oklahoma
Match-e-be-nash-she-wish Band of Pottawatomi Indians of Michigan	Otoe-Missouria Tribe of Indians, Oklahoma
Mechoopda Indian Tribe of Chico Rancheria, California	Paiute Indian Tribe of Utah (Cedar City Band of Paiutes, Kanosh Band of Paiutes, Koosharem Band of Paiutes, Indian Peaks Band of Paiutes, and Shivwits Band of Paiutes)
Menominee Indian Tribe of Wisconsin	Paiute-Shoshone Indians of the Bishop Community of the Bishop Colony, California
Mesa Grande Band of Diegueno Mission Indians of the Mesa Grande Reservation, California	Paiute-Shoshone Tribe of the Fallon Reservation and Colony, Nevada
Mescalero Apache Tribe of the Mescalero Reservation, New Mexico	Paiute-Shoshone Indians of the Lone Pine Community of the Lone Pine Reservation, California
Miami Tribe of Oklahoma	Pala Band of Luiseno Mission Indians of the Pala Reservation, California
Miccosukee Tribe of Indians of Florida	Pascua Yaqui Tribe of Arizona
Middletown Rancheria of Pomo Indians of California	Paskenta Band of Nomlaki Indians of California
Minnesota Chippewa Tribe, Minnesota (Six component reservations: Bois	Passamaquoddy Tribe of Maine
Forte Band (Nett Lake); Fond du Lac Band; Grand Portage Band; Leech	Pauma Band of Luiseno Mission Indians of the Pauma & Yuima Reservation, California
Lake Band; Mille Lacs Band; White Earth Band)	Pawnee Nation of Oklahoma
Mississippi Band of Choctaw Indians, Mississippi	Pechanga Band of Luiseno Mission Indians of the Pechanga Reservation, California
Moapa Band of Paiute Indians of the Moapa River Indian Reservation, Nevada	Penobscot Tribe of Maine
Modoc Tribe of Oklahoma	Peoria Tribe of Indians of Oklahoma
Mohegan Indian Tribe of Connecticut	Picayune Rancheria of Chukchansi Indians of California
Mooretown Rancheria of Maidu Indians of California	Pinoleville Rancheria of Pomo Indians of California
Morongo Band of Cahuilla Mission Indians of the Morongo Reservation, California	Pit River Tribe, California (includes XL Ranch, Big Bend, Likely, Lookout, Montgomery Creek and Roaring Creek Rancherias)
Muckleshoot Indian Tribe of the Muckleshoot Reservation, Washington	Poarch Band of Creek Indians of Alabama
Muscogee (Creek) Nation, Oklahoma	Pokagon Band of Potawatomi Indians, Michigan and Indiana
Narragansett Indian Tribe of Rhode Island	Ponca Tribe of Indians of Oklahoma
Navajo Nation, Arizona, New Mexico & Utah	Ponca Tribe of Nebraska
Nez Perce Tribe of Idaho	Port Gamble Indian Community of the Port Gamble Reservation, Washington
Nisqually Indian Tribe of the Nisqually Reservation, Washington	Potter Valley Rancheria of Pomo Indians of California
Nooksack Indian Tribe of Washington	Prairie Band of Potawatomi Nation, Kansas (formerly the Prairie Band of Potawatomi Indians)
Northern Cheyenne Tribe of the Northern Cheyenne Indian Reservation, Montana	Prairie Island Indian Community in the State of Minnesota
Northfork Rancheria of Mono Indians of California	

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Pueblo of Acoma, New Mexico	Rumsey Indian Rancheria of Wintun Indians of California
Pueblo of Cochiti, New Mexico	Sac & Fox Tribe of the Mississippi in Iowa
Pueblo of Jemez, New Mexico	Sac & Fox Nation of Missouri in Kansas and Nebraska
Pueblo of Isleta, New Mexico	Sac & Fox Nation, Oklahoma
Pueblo of Laguna, New Mexico	Saginaw Chippewa Indian Tribe of Michigan
Pueblo of Nambe, New Mexico	St. Croix Chippewa Indians of Wisconsin
Pueblo of Picuris, New Mexico	St. Regis Band of Mohawk Indians of New York
Pueblo of Pojoaque, New Mexico	Salt River Pima-Maricopa Indian Community of the Salt River Reservation, Arizona
Pueblo of San Felipe, New Mexico	Samish Indian Tribe, Washington
Pueblo of San Juan, New Mexico	San Carlos Apache Tribe of the San Carlos Reservation, Arizona
Pueblo of San Ildefonso, New Mexico	San Juan Southern Paiute Tribe of Arizona
Pueblo of Sandia, New Mexico	San Manual Band of Serrano Mission Indians of the San Manual Reservation, California
Pueblo of Santa Ana, New Mexico	San Pasqual Band of Diegueno Mission Indians of California
Pueblo of Santa Clara, New Mexico	Santa Rosa Indian Community of the Santa Rosa Rancheria, California
Pueblo of Santo Domingo, New Mexico	Santa Rosa Band of Cahuilla Mission Indians of the Santa Rosa Reservation, California
Pueblo of Taos, New Mexico	Santa Ynez Band of Chumash Mission Indians of the Santa Ynez Reservation, California
Pueblo of Tesuque, New Mexico	Santa Ysabel Band of Diegueno Mission Indians of the Santa Ysabel Reservation, California
Pueblo of Zia, New Mexico	Santee Sioux Nation, Nebraska (formerly the Santee Sioux Tribe of the Santee Reservation of Nebraska)
Puyallup Tribe of the Puyallup Reservation, Washington	Sauk-Suiattle Indian Tribe of Washington
Pyramid Lake Paiute Tribe of the Pyramid Lake Reservation, Nevada	Sault Ste. Marie Tribe of Chippewa Indians of Michigan
Quapaw Tribe of Indians, Oklahoma	Scotts Valley Band of Pomo Indians of California
Quartz Valley Indian Community of the Quartz Valley Reservation of California	Seminole Nation of Oklahoma
Quechan Tribe of the Fort Yuma Indian Reservation, California & Arizona	Seminole Tribe of Florida, Dania, Big Cypress, Brighton, Hollywood & Tampa Reservations
Quileute Tribe of the Quileute Reservation, Washington	Seneca Nation of New York
Quinault Tribe of the Quinault Reservation, Washington	Seneca-Cayuga Tribe of Oklahoma
Ramona Band or Village of Cahuilla Mission Indians of California	Shakopee Mdewakanton Sioux Community of Minnesota
Red Cliff Band of Lake Superior Chippewa Indians of Wisconsin	Shawnee Tribe, Oklahoma
Red Lake Band of Chippewa Indians, Minnesota	Sherwood Valley Rancheria of Pomo Indians of California
Redding Rancheria, California	Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract), California
Redwood Valley Rancheria of Pomo Indians of California	Shoalwater Bay Tribe of the Shoalwater Bay Indian Reservation, Washington
Reno-Sparks Indian Colony, Nevada	Shoshone Tribe of the Wind River Reservation, Wyoming
Resighini Rancheria, California (formerly the Coast Indian Community of Yurok Indians of the Resighini Rancheria)	Shoshone-Bannock Tribes of the Fort Hall Reservation of Idaho
Rincon Band of Luiseno Mission Indians of the Rincon Reservation, California	
Robinson Rancheria of Pomo Indians of California	
Rosebud Sioux Tribe of the Rosebud Indian Reservation, South Dakota	
Round Valley Indian Tribes of the Round Valley Reservation, California (formerly the Covelo Indian Community)	

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Shoshone-Paiute Tribes of the Duck Valley Reservation, Nevada

Sisseton-Wahpeton Oyate of the Lake Traverse Reservation, South Dakota (formerly the Sisseton-Wahpeton

Sioux Tribe of the Lake Traverse Reservation)

Skokomish Indian Tribe of the Skokomish Reservation, Washington

Skull Valley Band of Goshute Indians of Utah

Smith River Rancheria, California

Snoqualmie Tribe, Washington

Soboba Band of Luiseno Indians, California (formerly the Soboba Band of Luiseno Mission Indians of the Soboba Reservation)

Sokaogon Chippewa Community, Wisconsin

Southern Ute Indian Tribe of the Southern Ute Reservation, Colorado

Spirit Lake Tribe, North Dakota

Spokane Tribe of the Spokane Reservation, Washington

Squaxin Island Tribe of the Squaxin Island Reservation, Washington

Standing Rock Sioux Tribe of North & South Dakota

Stockbridge Munsee Community, Wisconsin

Stillaguamish Tribe of Washington

Summit Lake Paiute Tribe of Nevada

Suquamish Indian Tribe of the Port Madison Reservation, Washington

Susanville Indian Rancheria, California

Swinomish Indians of the Swinomish Reservation, Washington

Sycuan Band of Diegueno Mission Indians of California

Table Bluff Reservation--Wiyot Tribe, California

Table Mountain Rancheria of California

Te-Moak Tribe of Western Shoshone Indians of Nevada (Four constituent bands: Battle Mountain Band; Elko Band; South Fork Band and Wells Band)

Thlopthlocco Tribal Town, Oklahoma

Three Affiliated Tribes of the Fort Berthold Reservation, North Dakota

Tohono O'odham Nation of Arizona

Tonawanda Band of Seneca Indians of New York

Tonkawa Tribe of Indians of Oklahoma

Tonto Apache Tribe of Arizona

Torres-Martinez Band of Cahuilla Mission Indians of California

Tule River Indian Tribe of the Tule River Reservation, California

Tulalip Tribes of the Tulalip Reservation, Washington

Tunica-Biloxi Indian Tribe of Louisiana

Tuolumne Band of Me-Wuk Indians of the Tuolumne Rancheria of California

Turtle Mountain Band of Chippewa Indians of North Dakota

Tuscarora Nation of New York

Twenty-Nine Palms Band of Mission Indians of California

United Auburn Indian Community of the Auburn Rancheria of California

United Keetoowah Band of Cherokee Indians in Oklahoma

Upper Lake Band of Pomo Indians of Upper Lake Rancheria of California

Upper Sioux Community, Minnesota

Upper Skagit Indian Tribe of Washington

Ute Indian Tribe of the Uintah & Ouray Reservation, Utah

Ute Mountain Tribe of the Ute Mountain Reservation, Colorado, New Mexico & Utah

Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation, California

Walker River Paiute Tribe of the Walker River Reservation, Nevada

Wampanoag Tribe of Gay Head (Aquinnah) of Massachusetts

Washoe Tribe of Nevada & California (Carson Colony, Dresslerville Colony, Woodfords Community, Stewart Community, & Washoe Ranches)

White Mountain Apache Tribe of the Fort Apache Reservation, Arizona

Wichita and Affiliated Tribes (Wichita, Keechi, Waco & Tawakonie), Oklahoma

Winnebago Tribe of Nebraska

Winnemucca Indian Colony of Nevada

Wyandotte Nation, Oklahoma (formerly the Wyandotte Tribe of Oklahoma)

Yankton Sioux Tribe of South Dakota

Yavapai-Apache Nation of the Camp Verde Indian Reservation, Arizona

Yavapai-Prescott Tribe of the Yavapai Reservation, Arizona

Yerington Paiute Tribe of the Yerington Colony & Campbell Ranch, Nevada

Yomba Shoshone Tribe of the Yomba Reservation, Nevada

Ysleta Del Sur Pueblo of Texas

Yurok Tribe of the Yurok Reservation, California

Zuni Tribe of the Zuni Reservation, New Mexico

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**Native Entities Within the State of Alaska  
Recognized and Eligible To Receive Services From  
the United States Bureau of Indian Affairs**

Native Village of Afognak (formerly the Village of Afognak)  
Agdaagux Tribe of King Cove  
Native Village of Akhiok  
Akiachak Native Community  
Akiak Native Community  
Native Village of Akutan  
Village of Alakanuk  
Alatna Village  
Native Village of Aleknagik  
Algaaciq Native Village (St. Mary's)  
Allakaket Village  
Native Village of Ambler  
Village of Anaktuvuk Pass  
Yupit of Andraefski  
Angoon Community Association  
Village of Aniak  
Anvik Village  
Arctic Village (See Native Village of Venetie Tribal Government)  
Asa'carsarmiut Tribe (formerly the Native Village of Mountain Village)  
Native Village of Atka  
Village of Atmautluak  
Atqasuk Village (Atkasook)  
Native Village of Barrow Inupiat Traditional Government  
Beaver Village  
Native Village of Belkofski  
Village of Bill Moore's Slough  
Birch Creek Tribe  
Native Village of Brevig Mission  
Native Village of Buckland  
Native Village of Cantwell  
Native Village of Chanega (aka Chenega)  
Chalkyitsik Village  
Cheesh-Na Tribe (formerly the Native Village of Chistochina)  
Village of Chefornak  
Chevak Native Village  
Chickaloon Native Village  
Native Village of Chignik  
Native Village of Chignik Lagoon  
Chignik Lake Village  
Chilkat Indian Village (Klukwan)  
Chilkoot Indian Association (Haines)  
Chinik Eskimo Community (Golovin)

Native Village of Chitina  
Native Village of Chuathbaluk (Russian Mission, Kuskokwim)  
Chuloonawick Native Village  
Circle Native Community  
Village of Clarks Point  
Native Village of Council  
Craig Community Association  
Village of Crooked Creek  
Curyung Tribal Council (formerly the Native Village of Dillingham)  
Native Village of Deering  
Native Village of Diomedede (aka Inalik)  
Village of Dot Lake  
Douglas Indian Association  
Native Village of Eagle  
Native Village of Eek  
Egegik Village  
Eklutna Native Village  
Native Village of Ekuk  
Ekwok Village  
Native Village of Elim  
Emmonak Village  
Evansville Village (aka Bettles Field)  
Native Village of Eyak (Cordova)  
Native Village of False Pass  
Native Village of Fort Yukon  
Native Village of Gakona  
Galena Village (aka Louden Village)  
Native Village of Gambell  
Native Village of Georgetown  
Native Village of Goodnews Bay  
Organized Village of Grayling (aka Holikachuk)  
Gulkana Village  
Native Village of Hamilton  
Healy Lake Village  
Holy Cross Village  
Hoonah Indian Association  
Native Village of Hooper Bay  
Hughes Village  
Huslia Village  
Hydaburg Cooperative Association  
Igiugig Village  
Village of Iliamna  
Inupiat Community of the Arctic Slope  
Iqurmuit Traditional Council (formerly the Native Village of Russian Mission)  
Ivanoff Bay Village  
Kaguyak Village  
Organized Village of Kake  
Kaktovik Village (aka Barter Island)

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Village of Kalskag	Newtok Village
Village of Kaltag	Native Village of Nightmute
Native Village of Kanatak	Nikolai Village
Native Village of Karluk	Native Village of Nikolski
Organized Village of Kasaan	Ninilchik Village
Native Village of Kasigluk	Native Village of Noatak
Kenaitze Indian Tribe	Nome Eskimo Community
Ketchikan Indian Corporation	Nondalton Village
Native Village of Kiana	Noorvik Native Community
King Island Native Community	Northway Village
King Salmon Tribe	Native Village of Nuiqsut (aka Nooiksut)
Native Village of Kipnuk	Nulato Village
Native Village of Kivalina	Nunakauyarmiut Tribe (formerly the Native Village of Toksook Bay)
Klawock Cooperative Association	Native Village of Nunapitchuk
Native Village of Kluti Kaah (aka Copper Center)	Village of Ohogamiut
Knik Tribe	Village of Old Harbor
Native Village of Kobuk	Orutsararmiut Native Village (aka Bethel)
Kokhanok Village	Oscarville Traditional Village
Native Village of Kongiganak	Native Village of Ouzinkie
Village of Kotlik	Native Village of Paimiut
Native Village of Kotzebue	Pauloff Harbor Village
Native Village of Koyuk	Pedro Bay Village
Koyukuk Native Village	Native Village of Perryville
Organized Village of Kwethluk	Petersburg Indian Association
Native Village of Kwigillingok	Native Village of Pilot Point
Native Village of Kwinhagak (aka Quinhagak)	Pilot Station Traditional Village
Native Village of Larsen Bay	Native Village of Pitka's Point
Levelock Village	Platinum Traditional Village
Lesnoi Village (aka Woody Island)	Native Village of Point Hope
Lime Village	Native Village of Point Lay
Village of Lower Kalskag	Native Village of Port Graham
Manley Hot Springs Village	Native Village of Port Heiden
Manokotak Village	Native Village of Port Lions
Native Village of Marshall (aka Fortuna Ledge)	Portage Creek Village (aka Ohgsenakale)
Native Village of Mary's Igloo	Pribilof Islands Aleut Communities of St. Paul & St. George Islands
McGrath Native Village	Qagan Tayagungin Tribe of Sand Point Village
Native Village of Mekoryuk	Qawalangin Tribe of Unalaska
Mentasta Traditional Council	Rampart Village
Metlakatla Indian Community, Annette Island Reserve	Village of Red Devil
Native Village of Minto	Native Village of Ruby
Naknek Native Village	Saint George Island (See Pribilof Islands Aleut Communities of St. Paul & St. George Islands)
Native Village of Nanwalek (aka English Bay)	Native Village of Saint Michael
Native Village of Napaimute	Saint Paul Island (See Pribilof Islands Aleut Communities of St. Paul & St. George Islands)
Native Village of Napakiak	Village of Salamatoff
Native Village of Napaskiak	Native Village of Savoonga
Native Village of Nelson Lagoon	Organized Village of Saxman
Nenana Native Association	Native Village of Scammon Bay
New Koliganek Village Council (formerly the Koliganek Village)	
New Stuyahok Village	
Newhalen Village	

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Native Village of Selawik  
Seldovia Village Tribe  
Shageluk Native Village  
Native Village of Shaktoolik  
Native Village of Sheldon's Point  
Native Village of Shishmaref  
Shoonaq' Tribe of Kodiak  
Native Village of Shungnak  
Sitka Tribe of Alaska  
Skagway Village  
Village of Sleetmute  
Village of Solomon  
South Naknek Village  
Stebbins Community Association  
Native Village of Stevens  
Village of Stony River  
Takotna Village  
Native Village of Tanacross  
Native Village of Tanana  
Native Village of Tatitlek  
Native Village of Tazlina  
Telida Village  
Native Village of Teller  
Native Village of Tetlin  
Central Council of the Tlingit & Haida Indian Tribes  
Traditional Village of Togiak  
Tuluksak Native Community  
Native Village of Tuntutuliak  
Native Village of Tununak  
Twin Hills Village  
Native Village of Tyonek  
Ugashik Village  
Umkumiute Native Village  
Native Village of Unalakleet  
Native Village of Unga  
Village of Venetie (See Native Village of Venetie  
Tribal Government)  
Native Village of Venetie Tribal Government (Arctic  
Village and Village of Venetie)  
Village of Wainwright  
Native Village of Wales  
Native Village of White Mountain  
Wrangell Cooperative Association  
Yakutat Tlingit Tribe

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## Appendix D: Suggested Readings

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