



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its FY 09 Tribal Youth National Mentoring Program. This program furthers the Department's mission by supporting national programs that combat juvenile delinquency, reduce the victimization of children, or improve the juvenile justice system through mentoring-related activities in Native American and Alaskan Native communities.

OJJDP FY 09 Tribal Youth National Mentoring Program

Eligibility

Applicants are limited to national tribal organizations and national organizations, including community, secular, and faith-based nonprofit organizations.
(See "Eligibility," page 3.)

Deadline: Registration

Applicants must register with [GMS](#) prior to submitting an application.
(See "Registration," page 3.)

Deadline: Application

All applications are due by 8:00 p.m., Eastern Time, on June 15, 2009.
(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Laura Ansera, Tribal Youth Program Coordinator, at (202) 514-5679 or laura.ansera@usdoj.gov or Kara McDonagh, Grants Program Specialist, at (202) 305-1456 or kara.mcdonagh@usdoj.gov.

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3. The hours of operation for the GMS Support Hotline are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2236.

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OJJDP FY 09 Tribal Youth National Mentoring Program (CFDA #16.731)

Overview

This solicitation invites applicants to propose initiatives that will support the development, maturation, and expansion of community programs that provide mentoring services to tribal youth populations that are underserved due to location, shortage of mentors, emotional or behavioral challenges of the targeted population, or other situations identified by the federally recognized tribes. This program is authorized by the Department of Justice Appropriations Act, 2009, Pub. L. 111-8.

Deadline: Registration

Applicants must register with GMS prior to applying. The GMS registration deadline is 8:00 p.m., Eastern Time, June 15, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, June 15, 2009.

Eligibility

General Statement of Eligibility. Applicants are limited to national tribal organizations and federally recognized Indian tribes that may partner with tribal or non-tribal subgrantee national organizations, including community and faith-based nonprofit organizations. An applicant must demonstrate the capacity to operate programs with tribes in multiple states and tribal jurisdictions, including tribal commercial and nonprofit national organizations, tribal colleges and universities, and tribal consortiums. Joint tribal applications are welcome; however, one applicant must be clearly indicated as the primary applicant (for fiscal responsibility, correspondence, award, and management purposes) and the other indicated as co-applicants.

Faith-Based and Other Community Organizations. Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or 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.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious

activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur and the certifications that may be required, visit the [Civil Rights Compliance](#) link, under "Additional Requirements" in this announcement.

American Indian and Alaska Native Tribes and Tribal Organizations. Tribal applicants include a federally recognized tribe, tribal for-profit (commercial) organizations, tribal non-profit organizations, tribal institutions of higher learning, including tribal colleges and universities, and tribal partnerships, with experience in working with American Indian and Alaska Native communities.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Tribal Resolution. An application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the applicant will involve more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. Applicants who cannot provide a signed tribal resolution for each federally recognized tribe to be served with their application must contact OJJDP prior to the application deadline to request an extension for submitting the signed tribal resolution within 30 days of grant award. This does not extend the application deadline.

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

Program-Specific Information

This solicitation supports tribal youth mentoring programs. For the purpose of this solicitation, mentoring programs involve a structured relationship between an adult or trained peer and one or more youth, with one-on-one mentoring the preferred model. Mentoring is a process to achieve specific goals, such as improved academic performance or social or job skills, or to support behavioral or other personal development. Mentoring uses relationships to teach, impart, or institute changes in behaviors or attitudes. Successful mentoring programs include programs that match a mentor with one or more youth and can take place in multiple and informal settings, as well as in a school or program context. Successful mentoring programs include faith-based and small community-based operations, as well as national organizations that support local affiliates.

OJJDP-supported research and evaluations indicate that mentoring relationships should be structured to support a relationship that lasts at least 12 months or through an entire school year. Research further finds that mentoring relationships that last 2 or more years significantly increase positive outcomes for youth. Since structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it. In the past decade, research has indicated a number of best practices in mentoring. Research has shown that one-on-one mentoring is optimal, although positive effects of nontraditional approaches, such as group mentoring, are also reported. Where one-on-one mentoring is not practical, group mentoring can be an effective alternative. At-risk youth benefit from adult support and guidance when receiving mentoring through either of these approaches.

Research shows that youth engaged in unhealthy and risky lifestyle choices are susceptible to committing delinquent activity and being victimized. While violent crime arrest rates have declined throughout the United States, they continue to rise in Indian country. According to the Bureau of Justice Statistics' publication "American Indians and Crime, A BJS Statistical Profile, 1992–2002," the violent crime rate in Indian country is twice that of the general population. Of particular concern is the disproportionate number of violent crimes committed by and against juveniles in Indian country.

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

The limited research available suggests that mentoring relationships with caring, responsible and law-abiding adults may mitigate these risks. This initiative is designed to provide tribal youth with opportunities to develop these relationships.

- **Purpose**

The purpose of the Tribal Youth National Mentoring Program is to support tribes and national tribal organizations that support culturally sensitive tribal mentoring activities on Indian reservations. Successful applicants will strengthen and expand existing mentoring activities in tribal communities that seek to increase participation of tribal youth in activities with adult mentors.

Applicants must assess tribal needs, develop plans, and implement and monitor mentoring activities in funded tribal communities. OJJDP encourages applicants to incorporate best practices based on research and to consider a variety of mentoring approaches that are national

in scope. Applicants must demonstrate cultural competency and experience, as well as evidence knowledge and understanding of the needs of the community in which it proposes to work. Such evidence could include a letter of support from the community.

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

- **Goals, Objectives, and Deliverables**

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

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

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

- **Award Information**

OJJDP will make multiple awards for a project period of up to 2 years. Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation by September 30, 2009.

Limitation on Use of Award Funds for Employee Compensation; Waiver. No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Match Requirement. Match is not required for this program.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures, outlined in the table below, for which the Office will require applicants selected for funding to submit data during the grant period. OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance measure data. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and discuss their data collection methods. For detailed information on measures and resources, see OJJDP's Performance Measures Web page (ojjdp.ncjrs.gov/grantees/pm). Mandatory performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>Improve outcomes for tribal youth in at-risk youth mentoring programs by establishing and strengthening collaborative approaches within tribal communities.</p>	<p>Percent of mentoring programs with active partners representing the following types of groups: nonprofit service and faith-based organizations, private industry, secondary and post-secondary education providers, vocational training providers, and others.</p> <p>Active partners provide direct support, i.e., funding and in-kind services such as mentors, space, training, skill-building opportunities for youth, etc.</p> <p>Percent of youth successfully completing program requirements.</p> <p>Percent of youth who offend/reoffend.</p> <p>Percent of youth exhibiting desired change in targeted behaviors (depends on specific behavior targeted and may include substance use, antisocial behavior, truancy, suicidal tendencies, gang involvement, etc.).</p>	<p>During the reporting period:</p> <p>Number of mentoring program partners with a Memorandum of Understanding in place and type of each organization.</p> <p>Number of mentoring program partners that provide direct support and type of support.</p> <p>Number of youth served.</p> <p>Number of youth successfully completing program requirements.</p> <p>Number of youth who offend/reoffend.</p> <p>Number of youth exhibiting desired change in targeted behaviors.</p>
<p>Establish and improve the administration of mentoring</p>	<p>Percent of youth with whom an evidence-based program/</p>	<p>Number of youth with whom an evidence-based program</p>

<p>programs for tribal youth, including the expansion of mentoring strategies and program design.</p>	<p>practice was used.</p>	<p>practice was used.</p>
<p>Enhance and improve the organizational capacity and system efficiency and cost effectiveness through training and technical assistance and other strategies.</p>	<p>Percent of program mentors trained.</p>	<p>Number of mentors enrolled to participate at the beginning of the project (prior to grant program implementation).</p>
	<p>Number of program mentors.</p>	<p>Number of program mentors.</p>
	<p>Number of mentors trained.</p>	<p>Number of mentors trained.</p>
	<p>Percent of trained program mentors with increased knowledge of program area.</p>	<p>Number of trained mentors with increased knowledge of program area, through pre- and post-testing.</p>
	<p>Percent increase in number of program mentors.</p>	<p>Number of new mentors recruited since grant was awarded.</p>
	<p>Percent of mentors cleared for assignment to mentor youth.</p>	<p>Number of mentors who have completed all requirements and are available for assignment.</p>
	<p>Average tenure of mentors.</p>	<p>Average length of time, in days, mentors remain with the program.</p>
	<p>Percent increase in number of youth served by mentors who have successfully completed screening, clearance and training requirements as a result of the new grant program.</p>	<p>Number of youth enrolled at the beginning of the program (prior to grant program implementation).</p>
		<p>Number of youth awaiting assignment to mentors at the beginning of the program (prior to program implementation).</p>
		<p>Number of youth assigned to mentors during the grant program period.</p>
	<p>Percent increase in youth enrolled since the beginning of the program.</p>	<p>Number of youth currently enrolled.</p>

For more information about OJJDP performance measures, contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). . GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number and title for this solicitation is 16.731, Tribal Youth Program; and the funding opportunity number is OJJDP-2009-2236.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

Central Contractor Registration. OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form that most federal agencies use, following the instructions it provides.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be ineligible.

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

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Applicants should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

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

Project Abstract. A project abstract must be included as the first page of the Program Narrative and is included in the page limitation specified above. It must not exceed 250 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes. The abstract must describe how progress toward these goals will be measured. The abstract must address the following matters:

- program recipients’ identification as a federally recognized tribe (see “Eligibility,” page 3) and whose names that appear in Volume 73, Number 66, of the Federal Register (pp.18553-18557).

- age range of the youth who the project will serve.
- number of juveniles (age 17 and younger) who the project will serve.
- location of the project(s), (name of reservation/state).
- type of setting (e.g., school, detention center, recreation program).
- type of project (e.g., prevention, afterschool, school-based, court-involved youth, year-round, mental health, substance abuse). A brief narrative should describe how the planned activities will address mentoring tribal youth.
- a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body, (see "Tribal Resolution," page 14).
- brief description of the tribe's government structure (i.e., elected, appointed, duration of terms).
 - **Impact/Outcomes and Evaluation/Performance Measures Data Collection Plan**

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

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

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

Performance Measures. OJJDP requires award recipients to collect and report data in support of performance measures (see "Performance Measures," page 7.)

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

This section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's targeted tribal population and explain how the strategy will achieve the goals and objectives identified in the previous section.

Successful applicants should:

- coordinate with DOJ components to identify training sessions that can be held in conjunction with DOJ-sponsored or other events within a particular region and closely align training and sharing of best practices with a DOJ-sponsored tribal event whenever possible.
- participate in any OJP-sponsored tribal consultation sessions to provide recommendations in the development and completion of the tribal grants policy report.
- attend the OJP-sponsored Tribal Justice, Safety, and Wellness sessions that afford grantees training and collaboration opportunities. OJJDP will make every effort to align training and technical assistance opportunities with these sessions.

This section should be detailed and describe how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OJJDP grant award.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. Applicants should identify any other federal, state, or private foundation grants that serve the same tribal community or local area and target population.

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. Applicants must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 14.

Timeline. In addition to the narrative description of the project design, applicants must submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. Applicants should not use actual calendar dates in their timelines; instead, the timeline should use "Year 1," "Month 1," "Quarter 1," etc. (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). Applicants should submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 14. On receipt of an award, the grantee may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and evidently connected to the project design described in the previous section. This section should describe the tribal experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

Applicants should:

- demonstrate how they have collaborated with other federal agencies that have sponsored juvenile justice and delinquency prevention activities in tribal communities.
- demonstrate how the applicant will collaborate with national and regional tribal organizations that can provide communications coordination and collaboration opportunities, utilize tribal organizations' resources and expertise to ensure programs and training sessions are culturally sensitive, and consult with the tribal organizations and communities to obtain their input beforehand and for the evaluation of best practices.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **Budget Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each 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 paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A budget detail worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and justify all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs, if applicable, were calculated.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by

reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Tribal Resolution

OJJDP requires applicants to provide a tribal resolution, if they are going to provide services in a tribal community. OJJDP requires that all applications must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If a tribal consortium submits the application on behalf of two or more tribes or the grant will benefit more than one tribal entity, the applicant must include a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity.

Applicants who cannot provide a signed tribal resolution for each federally recognized tribe to be served with their application must contact OJJDP prior to the application deadline to request an extension for submitting the tribal resolution with 30 days of grant award. This does not extend the application deadline.

Memorandum of Understanding

In addition to an authorizing resolution, if an applicant applies as a partner with other federally recognized tribes, that applicant must submit a signed memorandum of understanding (MOU) that includes an outline of each partner's role and responsibilities. If an applicant fails to submit a signed MOU as part of their application, OJJDP will eliminate the applicant from funding consideration. Applicants should submit any applicable MOU as a separate attachment as stipulated in "Other Attachments," page 14.

Other Attachments

Applicants must submit the following materials as attachments to their application. The Other Program Attachments—which applicants must submit as a Microsoft Word document (.doc), Excel worksheet, PDF file (.pdf), or text document (.txt)—must include:

- logic model (see "Logic Model," page 12)
- timeline or milestone chart (see "Timeline," page 12)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and MOUs, if applicable (see "Capabilities/Competencies," page 12).
- tribal resolutions (see "Tribal Resolutions," page 14).

Selection Criteria

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

1. Statement of the Problem (20 points)
2. Project/Program Design and Implementation (30 points)
3. Capabilities/Competencies (20 points)
4. Budget (10 points)
5. Impact/Outcomes and Evaluation (20 points).

See "Program Narrative," page 10, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP will review each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will review the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. OJJDP will screen applications initially to determine whether the applicant meets all eligibility requirements. Peer review panels will evaluate, score, and rate only applications that eligible applicants submit and that meet all other requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, OJP's Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, OJP's Assistant Attorney General, who may also consider other factors, including, but not limited to, underserved populations, strategic priorities, past performance, and available funding, will make all final grant award decisions.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications.

Additional information for each is available at www.ojp.usdoj.gov/funding/other_requirements.htm.

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.