

**U.S. Department of Justice**  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Tribal Youth Program Training and Technical Assistance Program. This program furthers DOJ's mission by helping tribal communities develop comprehensive, systemic approaches to reducing juvenile delinquency, violence, and child victimization and improving public safety.

# OJJDP FY 2010 Tribal Youth Program Training and Technical Assistance

## Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public school systems, universities and colleges, federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the *Federal Register*)), private organizations (including faith-based, tribal and community organizations), and institutions of higher education (including tribal institutions of higher learning), and individuals with experience providing training and technical assistance in Indian country.

(See "Eligibility," page 3.)

## Deadline

Applicants must register with OJP's [Grants Management System \(GMS\)](#) prior to submitting an application. (See "How To Apply," page 7.) All applications are due by 5:00 p.m., Eastern Time, on Tuesday, May 18, 2010.

(See "Deadlines: Registration and Application," page 3.)

## Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). The GMS Support Hotline hours of operation are Monday–Friday, 6:00 a.m. to 12:00 a.m., Eastern Time (closed weekends and Federal holidays).

For assistance with any other requirement of this solicitation, call Laura Ansera, Tribal Youth Coordinator, at 202-514-5679, or e-mail her at [laura.ansera@usdoj.gov](mailto:laura.ansera@usdoj.gov).

**Release Date: March 31, 2010**

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# OJJDP FY 2010 Tribal Youth Program Training and Technical Assistance (CFDA # 16.731)

## Overview

Tribal Youth Program Training and Technical Assistance provides training and technical assistance to the grantees of OJJDP's Tribal Youth Program (TYP); American Indian tribes, as defined in 25 U.S.C. 450(b)e; and Alaska Native communities (hereafter collectively referred to as tribal communities). TYP training and technical assistance is designed to help tribal communities develop comprehensive, systemic approaches that reduce juvenile delinquency, violence, and child victimization and increase public safety. The Tribal Youth Program Training and Technical Assistance program is authorized by the Department of Justice Appropriations Act, 2010, Pub. L. 111-117.

## Deadlines: Registration and Application

Applicants must register with GMS prior to submitting an application. The deadline to register and apply in GMS is 5:00 p.m. Eastern Time, on May 18, 2010. See "How To Apply," page 7, for details.

## Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public school systems, universities and colleges, federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the *Federal Register*)), private organizations (including faith-based, tribal and community organizations), and institutions of higher education (including tribal institutions of higher learning), and individuals with experience providing training and technical assistance in Indian country. Private, for-profit organizations must agree to waive any profit or fee.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly designated as the primary applicant (for correspondence, award, and management purposes) and the others designated as co-applicants. In an instance of two or more eligible applicants filing one application jointly, each applicant must demonstrate experience in providing training and technical assistance (TTA) in Indian country.

## Program-Specific Information

As of 2010, there are 564 federally recognized American Indian tribes,<sup>1</sup> approximately half of which operate and manage their own juvenile justice systems. Other tribes may address

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<sup>1</sup> Federal Register: November 25, 2005 (Volume 70, Number 226). Notices. [Pages 71193-71198]. From the Federal Register Online via GPO Access [wais.access.gpo.gov][DOCID:fr25no05-125].

juvenile justice and child welfare matters through arrangements with other tribal, county, and state juvenile justice systems, especially in jurisdictions governed by Pub. L. 83-280.<sup>2</sup>

OJJDP expects the technical assistance provider to recognize the significance and complexities of tribal culture and indigenous justice systems and to understand that tribal communities may operate under distinct systems of justice. The TTA provider will often collaborate with several agencies to coordinate efforts to address the needs of tribal communities.

Training and technical assistance needs vary considerably by tribe. Some tribes have been actively involved in delinquency prevention efforts and need assistance in improving their programs, whereas others are just beginning to address juvenile crime and need help starting the process to reform or develop their juvenile justice systems. In many tribal communities, access to educational opportunities is limited; community members may need training in report writing, grant writing, and program, project, and financial management. In every case, TTA services must be provided in a culturally sensitive manner by individuals who understand and appreciate tribal history and customs, recognize the importance of indigenous justice systems, and understand juvenile justice issues.

Given the various needs of, and services available in, tribal communities, the provider must be knowledgeable about a breadth of topics, including legal and social issues and promising programs that have proven effective with tribal youth. OJJDP will expect the successful applicant to build on the previous accomplishments and activities of the program and to institute a seamless transition. To ensure that quality services will be delivered to the greatest possible number of TYP grantees and tribal communities, OJJDP intends to select a TTA provider that has the knowledge and skills necessary to maximize the impact of the program by collaborating 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 with a tribal DOJ-sponsored event wherever and whenever possible
- other federal agencies such as the Department of Health and Human Services, Department of the Interior's Bureau of Indian Affairs, Department of Housing and Urban Development, and others that have demonstrated techniques that apply to training and technical assistance on juvenile justice and delinquency prevention activities in tribal communities
- national and regional tribal organizations that can provide communications coordination opportunities, utilize tribal organizations' resources and expertise to ensure training sessions are culturally sensitive, and consult with the tribal organizations and communities to obtain their input and opinions before and after training sessions.

The successful applicant will consult with the TYP grant manager, who will provide guidance on training topics, publications, manuals, training conferences, selection of grantees for site visits, and other substantive issues and deliverables.

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<sup>2</sup> In states governed by 18 U.S.C. 1162 (Public Law 83-280), such as California and Alaska, the state provides baseline law enforcement services.

## **Amount and Length of Awards**

OJJDP will award a cooperative agreement of up to \$2,400,000 for a 3 year project period. The initial award period is 1 year, with the potential for an additional 2 years of funding.

OJJDP anticipates that any award that may be made under this solicitation should be awarded no later than September 30, 2010. The anticipated start-up date for this program is October 1, 2010.

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

## **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

## **Research, human subjects, IRB review, and confidentiality**

All applicants for OJP funds are advised that the Department of Justice defines *research* as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

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

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

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website ([http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement.** Match is not required for this program.

## Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, the applicant who receives funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What An application is Expected to Include,” page 9, for additional information. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantees Provide
Ensure the successful development and provision of training and technical assistance to tribal communities in the five program categories:  Category I. Provide prevention services to impact risk factors for delinquency.  Category II. Provide interventions for court-involved tribal youth.  Category III. Improve the tribal		OJJDP has an online system for grantee performance measures data reporting. To access, see ( <a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a> )  <i>During the reporting period:</i>
	Number of training requests received	Number of training requests received
	Number of technical assistance requests received	Number of technical assistance requests received
	Number of program materials developed.	Number of program materials developed
	Number of planning or	Number of planning or

juvenile justice system.  Category IV. Provide alcohol and drug abuse prevention programs.  Category V: Provide mental or emotional health assessments	training events held	training events held
	Number of people trained.	Number of people trained.
	Percent of people exhibiting increased knowledge of the program area.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).
	Number of program policies changed, improved, or rescinded.	Number of program policies changed, improved, or rescinded.
	Percent of organizations reporting improvements in operations based on training and technical assistance.	Number of organizations that receive training and technical assistance.  Number of organizations reporting improvements in operations based on training and technical assistance.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

Applicants should submit their applications through **GMS**, a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants should begin the process immediately to meet the **GMS** registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in **GMS** can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). Applicants who experience technical difficulties during this process should e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday, 6:00 a.m. to 12:00 a.m., Eastern Time (closed weekends and Federal holidays). OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** An application must have a DUNS number to be submitted in **GMS**. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of

contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 1-866-705-5711 or apply online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) to obtain a DUNS number. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. 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. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, select the first time user link under the sign-in box of the [GMS](#) home page to create a GMS profile. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left side of the page. Select OJJDP and the OJJDP FY 10 Tribal Youth Program Training and Technical Assistance.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

**Note: 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."

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.



To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application is Expected to Include**

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

### **Standard Form-424**

See [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Narrative**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and

implementation, (4) capabilities/competencies, and (5) coordination/collaboration. The applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants must clearly demonstrate an understanding of TTA issues, the needs of tribal communities, and the issues relevant to tribal juvenile justice systems. Applicants must have a working knowledge of tribal government functions and law enforcement and tribal justice systems. In particular, applicants must demonstrate an understanding of juvenile delinquency in American Indian and Alaska Native communities and the socioeconomic conditions that tribes face when responding to the needs of juveniles and their families. Applicants must also demonstrate an understanding of the importance of race and culture in administering justice-related services and programs. Applicants must be cognizant of intertribal relationships and must address the issues associated with providing technical assistance to tribes and tribal communities whose boundaries encompass multiple jurisdictions involving local, county, state, and federal governments. Applicants must demonstrate an understanding of tribal-local, state-local, and tribal-federal relationships. Applicants must also demonstrate their understanding of the implications of Tribal sovereignty.

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

- **Performance Measures Requirements**

Applicants should provide information that demonstrates their understanding of the goals and objectives provided in this solicitation.

Applicants must submit plans for tracking and measuring their annual progress toward meeting each goal and objective. Special attention must be paid to the Performance Measurement section (see "Performance Measures," page 6). OJJDP expects applicants to provide a detailed discussion of how they will achieve the program's outcome measures.

**Goal.** The goal of Tribal Youth Program Training and Technical Assistance is to enhance the capacity of TYP grantees and American Indian and Alaska Native communities to develop and implement comprehensive system-wide approaches that prevent, reduce, and control juvenile delinquency, thereby increasing the overall public safety.

**Program Objectives.** The objectives of this program are as follows:

- to assess and address the TTA needs of TYP grantees and American Indian and Alaska Native communities related to juvenile justice and delinquency prevention and to make recommendations for OJJDP for strategies to deliver TTA
- to develop, implement, and enhance TTA materials and activities, using culturally appropriate methods
- to provide training and technical assistance that will build capacity, initiate strategic planning, support the implementation of appropriate programs, evaluate program performance, and support program sustainability among TYP grantees and American Indian and Alaska Native communities
- to facilitate mentoring, communication, and information sharing among TYP grantees
- to create and maintain a Web-based, TTA system to manage all aspects of a state-of-the-art TTA program, to reside on the OJJDP Web site or another site as determined by OJJDP.
- to develop and maintain a listserv of TYP grantees and all federally recognized tribes to disseminate information and provide current contact information to OJJDP, as appropriate, and make this list available for other OJP agencies that may wish to share information
- to develop guidance documents and products that support the capacity building of TYP grantees and American Indian and Alaska Native communities.

Applicants must demonstrate (1) the ability to develop and direct an OJJDP-based TTA program in Indian country; (2) expertise in juvenile justice; (3) a working knowledge of federal, state, tribal, and local relations; (4) an understanding of how tribal governments relate to juveniles; (5) a working knowledge of law enforcement and tribal justice systems; and (6) an understanding of and sensitivity to the complexities of tribal culture and indigenous justice systems. Successful applicants must have substantial experience in producing, modifying, and updating a wide range of practical resource materials and curriculums. Applicants also must have experience in assessing personnel and organizational training needs and in providing onsite technical assistance to address issues described in this solicitation.

**Deliverables.** In addition to the strategy and content of the program design, the following deliverables must be completed during the 3-year project period in the years designated below. The program narrative should reflect how the applicant will accomplish the activities for each year. The grantee will develop subsequent deliverables annually according to need and funding ability. In this TTA program, the grantee will do the following:

### **Needs Assessment**

#### Year One

- Develop a transition work plan that describes how the applicant will incorporate data, materials, and processes from the current service provider into the new program approach, including the collaboration and interface needed during the startup phase.

- Develop a strategic plan (including timelines, performance measures, and benchmarks for measuring internal progress) that specifies which activities the applicant will conduct to achieve the program goals and objectives.
- Develop a plan of action for handling the TTA requests from newly-funded applicants, assisting in the development of a comprehensive strategic plan, and collecting and using program evaluation management data as required by Purpose Area # 8 in the FY 2010 Consolidated Tribal Assistance solicitation.

#### Year Two

- Develop a national needs assessment of federally-recognized tribes using multiple approaches and translate the findings into a report entitled Tribal Technical Assistance Needs: Recommended Response by Program Year, to be disseminated at OJJDP's discretion.
- Participate in any OJP-sponsored tribal consultation sessions to impart information to federally-recognized tribes and to receive their recommendations in the development and completion of the report.

### **Marketing**

#### Year One

- Develop a program marketing plan that outlines the development of products and materials that will inform TYP grantees and tribal communities of the available TTA services.
- Develop marketing and informational materials about program services and events for distribution to TYP grantees and American Indian and Alaska Native communities, as determined by OJJDP.
- Coordinate with OJJDP to enhance and update OJJDP's TYP Web portal page. Coordinate with OJJDP to enhance and update the OJP-sponsored Tribal Justice and Safety Web site with pertinent TYP information.

#### Years Two and Three

- Enhance OJJDP's TYP Web portal page to include distance learning and training.

#### All Years

- Expand and update the listserv to maintain a system of monthly communications with tribes on current issues, funding possibilities, research, and relevant information. Keep OJJDP apprised of any changes in this list.

## Technical Assistance

### Year One

- Develop training, technical assistance, and evaluation protocols based on the OJJDP Core Performance Standards to ensure consistency and quality of service delivery. The OJJDP Core Standards can be found at <https://www.nttac.org/views/docs/coreperformance.pdf>.
- Develop a directory of TTA experts who possess a variety of skills and abilities that are relevant to the tribal issues identified in the needs assessment. The new provider should incorporate the experts that the previous provider used into the directory. Ensure that this directory can be shared with other OJP agencies to enhance overall collaboration with others.
- Coordinate with OJJDP in the development of a Web-based TTA system that tracks onsite, offsite, and multi-tribe TTA and includes online request functions, approval status, dates, locations, consultant selections, estimated costs, curricula, reports, and evaluation data. Ensure that this monitoring information can be shared with other OJP agencies to enhance overall collaboration with others.

### Years Two and Three

- Develop a minimum of four guidance documents or products about current issues, lessons learned from other tribes, current research, and other information that may help tribes improve their juvenile justice and delinquency prevention programs and systems.

### All Years

- Deliver a minimum of 200 working days of onsite technical assistance in response to site visit findings, grantee work plans, and direct requests made by tribes. (A working day is defined as 6 hours of service.)
- Deliver a minimum of 200 working days of offsite technical assistance, including written, verbal, and electronic information and disseminated materials, as required.
- Deliver a minimum of 75 working days of multi-tribal technical assistance activities that involve the participation of clusters of tribes and others in information dissemination and sharing.

## Training

### Year One

- Conduct a 2-day training for trainers pre-approved by OJJDP, identifying experts, for delivering TTA services under this program. The training will cover policies, procedures, reporting, reimbursements, cultural considerations, and specific content areas. (Expenses for participant travel will be paid out of the service provider's budget.)

## Years Two and Three

- Conduct two focus groups on topics to be determined for a minimum of 20 participants each. (Expenses for participant travel will be paid out of the service provider's budget.)

## All Years

- Plan, implement, and evaluate an orientation conference for new grantees with a minimum of 60 participants.
- Develop a curriculum for a 2-day topical training. Conduct and evaluate in each of the Tribal Youth Program regions as established by OJJDP, which is guided by the number of grantees and their break-out by state.

OJJDP encourages applicants to be realistic in estimating the cost of deliverables and in detailing the implementation schedule. OJJDP encourages applicants to be innovative and expects them to propose alternative approaches to the delivery of training and technical assistance to maximize resources.

**Performance Measures.** OJJDP requires the award recipient to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, OJJDP also will require award recipients to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information.)

- **Project/Program Design and Implementation**

Applicants must present a program design that is specific and constitutes an effective approach to meeting the goals and objectives of the program. The design must include a detailed work plan that describes specific tasks, procedures, timelines, milestones, and products to be completed. The design must indicate how the provider will meet program objectives, how the provider will produce deliverables, and how both will be measured. The work plan should also include a cohesive, well-developed plan for providing information, products, and other materials to key players in the initiative, which include TYP grantees and federally recognized tribes. The design must provide protocols for assessing TTA needs and protocols to be used in the delivery and evaluation of services.

Applicants should include background data that justify the program design and implementation plan and describe a cohesive, well-thought-out plan for effectively providing knowledge and best practices to TYP grantees and American Indian tribes and Alaska Native communities. OJJDP will deem an application to be competitive if it clearly identifies obstacles to achieving expected results and discusses plans for overcoming those impediments. In the interest of cost-effectiveness, OJJDP will consider recommendations for modifying and enhancing the products and services to be delivered. When such recommendations are made, the applicant should propose a justification and alternatives.

**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](http://ojjdp.ncjrs.gov/grantees/performance.html). Applicants must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 17.

**Timeline.** Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). Applicants must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 17. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

The applicant must show evidence of broad-based expertise with tribal issues and training and technical assistance activities. In an instance of two or more eligible applicants filing one application jointly, each applicant must demonstrate experience in providing training and technical assistance in Indian country.

Applicants must describe their organizational capability, including (1) a description of how the organization will manage an OJJDP TTA program, (2) an established history of delivering training and technical assistance at a national level, (3) a demonstrated capability to produce within a short timeframe a range of general and specific user-friendly and professional technical resource materials, and (4) a discussion of past performance working with tribes and any other involvement that demonstrates management capabilities.

Applicants must describe an organizational framework, a managerial structure, and a staffing approach that enhance their capacity to work with tribes. Applicants must demonstrate their production and computer capabilities and describe how they will meet the requirements for producing the required guides, curriculums, and program materials. The applicant must provide a letter of assurance from each individual TTA expert indicating their commitment and availability when the grant is awarded. Applicants must reflect significant experience and expertise in curriculum design, the development of national TTA systems, juvenile justice and tribal issues, and other relevant matters.

Personnel working on an OJJDP-funded program must adhere to the requirements of the Office of Justice Program's Financial Guide. OJJDP expects applicants to describe their understanding of chapter 3, "Conflicts of Interest," and how they will ensure compliance.

- **Coordination/Collaboration**

Applicants must describe their experience in:

- coordinating and collaborating with federal agencies and national and regional tribal organizations.

- ensuring that communications and trainings are culturally relevant and sensitive for the tribal communities.
- coordinating with components of a larger organization and in coordinating and collaborating with other training and technical assistance providers to maximize training opportunities for a common target audience.
- tracking the provision of training and technical assistance, coordinating with grantors or contractors in the development of such a system, and sharing tracking information to enhance overall collaboration on services provided the target audience.

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

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

### **Budget and Budget Narrative**

Applicants must provide a proposed 3-year budget that is complete, detailed, reasonable, and cost effective in relation to the activities to be undertaken and the deliverables for the 3-year project period. Each budget year should be clearly marked Year 1, Year 2, and Year 3 and should include all budget items for that year. Applicants must budget clearly for curriculum design and development, TTA offerings, and other costs associated with this program. Expenses for planning regional workshops and for preparing related tangible TTA resources to support the tasks of this program (e.g., writing, editing, printing, and mailing curriculums and regional training announcements, registration materials, brochures, etc.) should be included in the budget. Expenses for participants attending TTA events will only be paid where indicated in the deliverables.

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

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must 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 must present a complete and detailed itemization of all proposed costs.



A sample budget detail worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- **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 provide justification for all proposed costs listed in the budget detail 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.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

### **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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### **Accounting System and Financial Capability Questionnaire**

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf).

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

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 6.)

### **Other Attachments**

Applicants must submit the following information; as stipulated in the cited pages, as attachments to their application.

- logic model (see "Logic Model," page 15).
- timeline or milestone chart (see "Timeline," page 15).

- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/MOUs from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 16).

## **Selection Criteria**

A peer review panel will evaluate and rate applicants according to the criteria outlined below. Based on the highest scoring proposals, OJJDP may conduct onsite interviews with as many as five applicants.

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

- Statement of the Problem/Program Narrative (15 points)
- Performance Measures Requirements (15 points)
- Project/Program Design and Implementation (30 points)
- Capabilities/Competencies (20 points)
- Coordination/Collaboration (5 points)
- Budget (15 points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Peer review panels will evaluate, score, and rate eligible applications. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for 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.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–federal taxes certification requirement.

## Appendix: Application Checklist

### OJJDP FY 2010 Tribal Youth Program Training and Technical Assistance

The application check list has been created to aid you in developing your application.

#### Eligibility

- Public Agency, Organization, or Institution
- Private Agency, Organization, or Institution
- Individual

**The amount requested does not exceed \$800,000.**

#### The application contains:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Performance Measures Requirements
- Coordination/Collaboration

#### Program Narrative

- Project Abstract
- Double-spaced
- 12-point Standard Font
- 1" Standard Margins
- Narrative is 30 pages or less.

#### Other Components

- Standard-424 form
- DUNS Number
- Logic Model
- Project Timeline
- Position Descriptions
- Letters of Support/MOUs (if applicable)
- Certifications
- Résumés of Key Personnel
- Indirect Cost Rate Agreement (if applicable)
- Accounting System and Financial Capability Questionnaire (if applicable)