



FY 2006 Tribal Youth Program

Catalog of Federal Domestic Assistance (CFDA) Number 16.731
Funding Opportunity Number: XXXXXX

Program Announcement

Registration Deadline: March 1, 2006
Due Date: March 15, 2006

OJJDP

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The Office of Juvenile Justice and Delinquency Prevention is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office for Victims of Crime.

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Tribal Youth Program

Overview

The Tribal Youth Program (TYP) supports and enhances tribal efforts to prevent and control delinquency and improve the juvenile justice system for American Indian/Alaska Native (AI/AN) youth.

TYP is part of the Indian Country Law Enforcement Initiative, a joint initiative of the U.S. Departments of Justice (DOJ) and the Interior to improve law enforcement and the administration of criminal and juvenile justice in Indian country. Many of the 1.9 million American Indians living on or near Indian lands lack sufficient law enforcement services. Indian communities face chronic underfunding for their justice systems, lack access to meaningful training for law enforcement and justice personnel, and lack comprehensive programs that focus on preventing juvenile delinquency, providing intervention services, and imposing appropriate sanctions.

Although 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* (Perry, 2004), American Indians experience violent crime at a rate twice that of the general population. Of particular concern to tribes and the federal government, especially the Office of Juvenile Justice and Delinquency Prevention (OJJDP), is the increasing number of violent crimes committed by and against juveniles in Indian country. Thus, the Indian Country Law Enforcement Initiative and OJJDP seek to enhance law enforcement in Indian country and improve the quality of life in tribal communities as a means to address these problems. Since fiscal year (FY) 1999, OJJDP has awarded 270 grants to tribes throughout the nation to develop and implement culturally sensitive delinquency prevention programs, alcohol and substance abuse prevention programs, interventions for court involved youth, and improvements to the juvenile justice system. Since FY 2003, OJJDP has awarded cooperative agreements to federally recognized tribes.

Statutory Authority

This program announcement is authorized under the FY 2006 Consolidated Appropriations Act (P.L. 109-108).

Award Information

OJJDP will award 4-year cooperative agreements (budget and project periods) to federally recognized tribes only. Tribes with 6,000 or fewer residents on or near the reservation may apply for awards of up to \$300,000; tribes with 6,001 or more residents on or near the reservation may apply for awards of up to \$400,000.

Federally recognized tribes with populations of 100,000 or more are eligible to apply for more than one award at \$400,000 per 4-year period. Each application must represent different communities that are geographically separated from one another but within the tribe's jurisdiction.

Note: OJJDP bases the amount of TYP funding available to award recipients on the population data from the U.S. Census 2000. OJJDP will use data in the “American Indian and Alaska Native tribe alone or in any combination” column.

For more information, go to <http://www.census.gov/population/www/cen2000/phc-t18.html>.

Of the \$10 million that Congress appropriated for the Tribal Youth Program in FY 2006, OJJDP will use 10 percent 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. OJJDP will use the remaining funds to enhance other tribal efforts and for program support.

Other conditions that applicants should be aware of include the following:

1. Tribal Resolution and Memorandum of Understanding

Before awarding cooperative agreements, OJJDP requires applicants to submit a signed copy of the tribal resolution. OJJDP will not award a cooperative agreement if an applicant does not submit a signed tribal resolution supporting the FY 2006 application.

If an applicant applies as a partner with other federally recognized tribes, OJJDP will require that applicant to submit a signed Memorandum of Understanding (MOU) that includes an outline of each partner’s roles and responsibilities. Before an applicant receives a cooperative agreement, OJJDP will require that applicant to submit a signed MOU. If an applicant fails to submit the document upon request, OJJDP will eliminate the applicant from consideration for an award.

2. Grants Versus Cooperative Agreements

OJJDP uses cooperative agreements when the Office anticipates there will be substantial collaboration between OJJDP and the award recipient during performance of the proposed activities.

OJJDP bears responsibility for general oversight and redirection of the project, if necessary. OJJDP will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation, including timely review and approval of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. OJJDP and the recipient jointly will coordinate topics addressed or services rendered. 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 (at OJJDP’s determination) throughout the life of the project to discuss project activities, plans, problems, and solutions. The award recipient will conduct the day-to-day activities of the project, including, specifically, operations, data collection, analysis, and interpretation.

3. Training and Technical Assistance

OJJDP will provide recipients of TYP cooperative agreements with training and technical assistance (T/TA) to facilitate program planning, enhancement, evaluation, and implementation. OJJDP will provide further information on T/TA to recipients after the Office makes awards.

Major Tasks and Deliverables

TYP supports and enhances tribal efforts to prevent and control delinquency and improve the juvenile justice system for American Indian/Alaska Native (AI/AN) youth. OJJDP will award cooperative agreements for direct service prevention programs to federally recognized tribes throughout the nation to develop and implement culturally sensitive delinquency prevention programs, alcohol and substance abuse prevention programs, interventions for court-involved youth, and improvements to the juvenile justice system. Applicants are required to submit a plan for evaluating the project.

Eligibility

OJJDP encourages federally recognized tribes and tribal partnerships, when appropriate, to apply for TYP funding. If two or more 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. **Only federally recognized tribes who do not have an active TYP or TYP Mental Health grant from OJJDP on October 1, 2006, are eligible to apply.**

Note: Although tribes may contract for services with other organizations, only federally recognized tribes whose names appear in volume 68, number 234 of *The Federal Register* (pp. 68179-68184) are eligible to receive a cooperative agreement award.

Restriction for Certain Tribes

Applicants are advised that they may not use funds awarded through this program for tribal or village courts or law enforcement officers for the tribes listed below, pursuant to Pub. L. No. 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 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.

How to Apply

The Office of Justice Programs (OJP) requires that applicants submit all applications for discretionary, competitive grant programs through the Grants.gov process.

Using an established Internet account, go to www.grants.gov to submit an application. Registering with Grants.gov is a one-time process; however, first-time registrants may take 3-5 business days to validate and confirm their registration and to receive their user name and password.

OJJDP recommends that applicants start the registration process as early as possible to prevent delays in submitting the application package (see appendix D on page 25 for a Grants.gov Registration Checklist). Applicants can work on the application while their registration is pending; however, *applicants cannot submit an application until the registration process is complete.*

Tribal applicants must register before 8:00 pm EST on **March 1, 2006**. Applicants must submit their proposals to OJJDP through Grants.gov by **March 15, 2006**.

OJJDP will not consider applications from federally recognized tribes who do not meet the registration deadline.

More detailed instructions about applying through Grants.gov are available on OJJDP's Web site (<http://ojjdp.ncjrs.org/funding/gms.html>).

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. OJJDP will screen applications initially to determine whether the applicant meets the eligibility requirements. Applicants should refer to the Application Checklist (appendix C on page 24) to ensure that their application is complete before submitting it. An OJJDP peer review panel will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements (e.g., application is complete, meets formatting requirements, and is responsive to the programmatic requirements of the solicitation, etc.). OJJDP will rate all applications that proceed to peer review on a 100-point scale. Point values for individual selection criteria are presented below.

Peer reviewers' ratings and any resulting recommendations are advisory only. The U.S. Department of Justice, which may give consideration to geographic distribution and regional balance when making awards, will make all final grant award decisions. Applicants can find detailed information about OJJDP's peer review process on the OJJDP Web site (ojjdp.ncjrs.org/funding/peerreview.html).

Application for Federal Assistance (SF-424)

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use.

Applicants must provide the following information to complete the SF-424:

- **DUNS Number.** Applicants must have a DUNS number before beginning the application process. Applicants may call 800-33-0505 or go online (<http://eupdate.dnb.com/requestoptions/government/ccrreg/>) to request a free DUNS number.

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- **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.731, titled “Tribal Youth Program.”
 - **Authorized Signature** *must be signed by the tribal chairperson, president, or governor.*

Assurances and Certifications

Applicants are required to review and accept the “Other Requirements” (see Appendix A) to receive federal funds under this program.

Budget (15 points)

Applicants must provide a 4-year 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; (3) includes the total federal request; and (4) provides a brief supporting narrative to link costs with project activities.

The applicant must explain how funded activities will address at least one, and no more than two, of the following categories: (1) provide prevention services to impact risk factors for delinquency, (2) provide interventions for court-involved tribal youth, (3) improve the tribal juvenile justice system, (4) provide alcohol and drug abuse prevention programs, and (5) provide mental health programs services (for more information, see program categories on page 6).

- **Budget Detail 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 applicant calculated the cost. Applicants must submit a budget that includes *both* a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. For example, costs for personnel should show the annual salary rate and the percentage of time that each employee paid through grant funds will devote to the project.

The Budget Detail Worksheet must address and include the following requirements:

- Travel costs for up to two persons to attend a mandatory, one-time, OJJDP-sponsored national TYP orientation meeting in year one. This meeting is held in Washington, DC.
- Travel costs for up to two persons to attend three (one per year in years 2, 3, and 4) OJJDP-sponsored TYP regional cluster meetings (locations to be determined).
- The purchase of one computer system with Internet access and e-mail capability to be dedicated to TYP operations, if one is not already available. Applicants must specify that they already have access to a computer with Internet access and e-mail capability in the application if they do not include funding for a computer system in their budget request.
- If the applicant has identified an indirect cost as part of the budget, OJJDP will require the applicant to submit the official indirect cost agreement letter before the Office will

award a cooperative agreement. OJJDP will not fund applicants who fail to submit the required indirect cost agreement.

- A set aside of at least 10 percent of the total budget to complete evaluation requirements. Applicants must identify how they will collect data for the performance measurement requirement found in appendix B on pages 20-23.

- **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. The narrative should closely follow the content of the budget worksheet and justify all proposed costs. In the budget narrative, the applicant should 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. 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.

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

This funding opportunity does not have a match requirement.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm). The budget summary should provide a combined 4-year budget broken down by budget category.

Please note: All funds listed in the budget will be subject to audit.

Program Narrative (85 points)

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, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages "1 of 25," "2 of 25," and so forth.) OJJDP may deem applications that do not adhere to the required format to be ineligible and may not forward them to peer review.

Program Categories

Those applying for funding must clearly identify no more than two of the following categories in the project abstract as the focus of their application for funding:

- **Provide prevention services to impact risk factors for delinquency,** including risk factor identification, antigang education, youth gun violence reduction programs, truancy prevention programs, school dropout prevention programs, afterschool programs, and/or parenting education

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- programs.
 - **Provide interventions for court-involved tribal youth**, including graduated sanctions, restitution, diversion, home detention, foster and shelter care, and/or mentoring.
 - **Improve the tribal juvenile justice system**, including developing and implementing indigenous justice strategies, tribal juvenile codes, tribal youth courts, intake assessments, advocacy programs, and gender-specific programming and enhancing juvenile probation services and/or reentry programs.
 - **Provide alcohol and drug abuse prevention programs**, including drug and/or alcohol education, drug testing, and screening.
 - **Provide mental health program services**, including development of comprehensive screening tools, crisis intervention, intake assessments, therapeutic services, counseling services for co-occurring mental health and substance abuse disorders, drug testing, referral services and placement services.

Applicants must identify how they will collect data for the performance measurement requirement (see appendix B on pages 20-22).

Project Abstract

Applications must include a one-page project abstract of no more than 250 words that addresses the following points in the order listed:

- Identification as a federally recognized tribe. (The applicant's tribe name must appear in volume 68, number 234 of *The Federal Register* (pp. 68179-68184).
- Tribal population listed in the 2000 Census.
- The category(ies) under which the applicant is applying (see above program categories).
- Age(s) of the juveniles that the project will serve.
- Number of juveniles (age 17 and younger) that the project will serve.
- Location of the project (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 up to two categories (see program categories on page 6).
- A statement of support that the tribe has passed in support of this application. If the tribe has not passed a resolution, indicate the date that such approval is expected. [**Note:** OJJDP requires a

signed tribal resolution before an applicant receives an award. OJJDP will not award funds if the tribe does not submit upon request a signed resolution supporting the FY 2006 application.]

- Brief description of the type of government structure of the tribe. (e.g., elected, appointed, duration of terms).

1. Statement of the Problem (15 points)

Applicants must briefly describe the nature and scope of the problem in the jurisdiction that this project will address. The applicant must discuss the types and the number of incidents of juvenile delinquency in the geographic area that the proposed project will serve. The discussion must include:

- A.** A clear statement describing the problem(s) that the proposed project will address. (Include any relevant information that supports your description of the problem, such as truancy and dropout rates, delinquency rates, and poverty and education levels.)
- B.** The specific age range that the project will target.
- C.** The number of juveniles that the proposed project will serve.
- D.** A description of the geographic area (e.g., reservation, pueblo, rancheria, village) that the proposed project will serve.

2. Goals and Objectives (20 points)

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 requires successful applicants to submit (see appendix B on pages 20-22).*

The applicant should clearly define the goal (i.e., the statement of what the applicant wishes to achieve) and measurable objectives (i.e., the steps the applicant will take toward meeting the goal) of the proposed project, and the outcomes should 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. For example:

- How will this program address the problems identified in the previous section?
- What are the expected outcomes for the Tribal Youth Program?
- What impact will the program have on the community and the youth served?
- How will we know that our goals have been achieved?

The following are brief definitions and examples of performance and outcome measures:

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- 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 October 1, 2006, to September 30, 2007.”
 - Outcome objectives define the results to be achieved. They describe the change(s) that participant groups demonstrate. For example, “To reduce juvenile arrest rates by 10 percent from October 1, 2006, to September 30, 2010.”

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

3. Project Design (30 points)

Applicants must describe the specific strategies that they will use to implement the proposed program. *Applicants should also develop a program design that will facilitate the gathering of data on the required performance measures (see appendix B on pages 20-22).*

Designating the First Year of Award as a Planning Year

Many newly-funded projects may benefit if they are granted a program start-up period during which they can develop and establish evaluation and data-related designs, data collection instruments and forms, procedures, and partnering agreements with local organizations that can assist them in meeting the program evaluation and performance management-related requirements under this award. Beginning with the FY 2006 Program Announcement, OJJDP is allowing applicants to designate the first year of the 4-year award as a “planning year”. During this planning year, newly-funded applicants can request training and technical assistance to assist them in developing a comprehensive strategic plan and the capacity to collect and utilize program evaluation and performance management (PE/PM) data during the remaining 3 years of the award. Applicants requesting the planning year option must submit a 4-year strategic plan that identifies key strengths, threats, and opportunities in implementing and evaluating the goals and objectives of their applications. OJJDP expects programs that select the planning year option to utilize their resources to achieve specific PE/PM milestones as listed below. Upon providing evidence to the TYP Project Officer that these milestones have been achieved, the program will enter the Implementation Phase where it will remain for the duration of the award period.

OJJDP expects applicants requesting a planning year to achieve (and document) the following milestones during that period:

- The program has constructed a program logic model, describing its inputs, activities, outputs, and short and long-term outcomes;
- The program has identified specific, measurable indicators for its outputs, and short and long-term outcomes;
- The program has identified specific performance measures for these outputs and outcomes;
- The program has identified sources of data for each of these PE/PM output and outcome indicators;

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- When the data must come from other organizations or agencies, the program has established a Memorandum of Understanding with each one to assure access to and timely receipt of appropriate data;
 - The program has identified and established a partnership with an individual or organization to assist it in evaluating this program;
 - The program has developed forms or identified data collection instruments to enable it to collect its data;
 - The program has established a systematic data collection and monitoring procedure that enables it to track client identification, enrollment, services delivered, exit/termination (including reason), referrals at exit, and client follow-up; and
 - The program has conducted a preliminary pilot test of its data collection procedures.

OJJDP will consider programs that do not request the planning year option to be in an implementation phase. If an applicant does not choose to request the designation of the first year of an award as a planning year, they must include a comprehensive 4-year strategic plan as part of the application and must provide documentation of attainment of the above milestones as part of their Evaluation Plan. Applicants should base the comprehensive plan upon the results of an assessment that describes community needs, community capacity, and available community resources. The plan will serve as a basis for monitoring progress toward program implementation and a design for evaluating progress toward implementation and the data that will be required to do so should be described.

This section should outline a project design that is sound and contains activities directly linked to the achievement of the project's objectives. Applicants must explain the activities they are proposing in the context of juvenile delinquency prevention, intervention, and/or system improvement (depending on which of the five categories the applicant has selected; see page 6). Applicants should describe how they will identify the AI/AN youth they will serve/treat. 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 project.

Applicants should describe their plan for establishing a project advisory board, which may be either an existing or newly formed group. (Note: A project advisory board is most often comprised of elected officials, service providers, and key community stakeholders.) The board's mission is to plan, implement, and monitor the project's strategies to address the stated cooperative agreement funding area(s).

The applicant should describe the community linkages that the project will establish to support the program. (Community agencies and organizations may include, but are not limited to, businesses, tribal elders, youth, educational/vocational entities, churches, health and mental health agencies, hospitals, media outlets, social service agencies, and universities/colleges.)

Award recipients should demonstrate their program's effectiveness to potential private, state, and local funding sources to develop the resources necessary to sustain the program after the implementation grant expires.

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- A. Timeline.** The application must include a timeline that indicates when the applicant will initiate and complete specific tasks throughout the project period from October 1, 2006, to September 30, 2010. The applicant must refer to the timeline, as appropriate, in the narrative and include it in Attachment #3 of the application.
- B. Evaluation plan (two-to-five pages).** OJJDP requires applicants to conduct both a process and an outcome evaluation and to collect and maintain the key data necessary to support both types of evaluations.

Applicants are to present a plan for evaluating their project. Applicants must allocate up to 10 percent of the total budget to local evaluation efforts for each of the 4 years of the cooperative agreement.

The local evaluation design should include process measures and measurable outcome (summative) indicators. Process measures describe what was done, how it was done, and to whom and for whom it was done. Measurable outcome (summative) indicators measure the effect of activities, curriculums, and programs. Goals are generally broad outcome measures (e.g., provide juvenile delinquency program), and objectives are usually tied to a specific activity or program outcome (e.g., reducing juvenile delinquency by 10 percent each year).

- (1) Applicants should demonstrate how the evaluation will form an integral part of their project planning and implementation activities.
- (2) The design should be consistent with the goals, objectives, and performance indicators of the proposed project and whether goals and objectives are met.
- (3) The design should provide necessary levels of autonomy and independence to collect, analyze, and report on data.
- (4) The applicant should describe the methods they plan to use to collect, store, and maintain adequate data to support the project's operations as well as the process and outcome evaluations.
- (5) Applicants should describe the nature of any planned MIS, including staffing, hardware and software, standardized data collection forms, routine reports, and statistical analysis capabilities.
- (6) Applicants should discuss plans for data-sharing agreements with treatment service providers and other agencies. OJJDP expects all applicants to adhere to applicable local, state, and federal confidentiality guidelines and requirements regarding any treatment program or court records.
- (7) Applicants should show if and to what extent the project is producing intended effects with the targeted population.

(8) The design must allow for the accurate and timely collection of Government Performance and Results Act data.

C. **Process evaluation.** The data collection plan must enable the project to summarize its basic operations, service delivery, client characteristics, and treatment outcomes.

Describe how the evaluation will include both qualitative and quantitative information.

Describe how the process evaluation will assist the project in assessing the effectiveness of its operations and ability to meet its goals and objectives and how the applicant could use the findings to change and improve the program's operations.

The process plan should incorporate measurable program goals and objectives. Examples include number and type of target population screened and selected, program completion rates, average time in program, retention rates, percentage of participants arrested or rearrested during program participation, amount and type of services received, and percentage of participants employed, still in school or graduated from school after 1 year.

D. **Outcome evaluation.** OJJDP requires applicants to provide a feasible plan for collecting data and analyzing the impact of their project. This plan should include the number and types of participant activities and the number of participants in each activity as well as recidivism data (baseline and ongoing), over the 4-year life of the grant. OJJDP will request and the applicant will submit this analysis annually during the July Categorical Assistance Progress Report period.

The evaluation must collect data in support of the performance measurement, as stated in appendix B on pages 20-22.

OJJDP is developing a national TYP evaluation. Applicants selected for funding under the TYP Initiative should be prepared to cooperate in the national evaluation. OJJDP will provide technical assistance, if needed.

4. **Management and Organizational Capability (20 points)**

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

Project management and overall organizational capability demonstrate the applicant's ability to operate and support the project successfully. The application must describe the positions that the grantee will fund and qualifications that the grantee will require of newly hired employees. Applicants must ensure that the tasks delineated in the project timeline (see "Project Design" above) are adequately staffed. Applicants must include résumés and/or position descriptions in Attachment #3 (see appendix C on page 23) 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 project funds.

Applicants must demonstrate 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 and services they have provided previously.

Nonsupplanting requirement. Applicants must provide a written statement within the application stating that the applicant will not use federal funds to supplant state, local, or tribal funds. Grantees must use federal funds to supplement existing funds for program activities and not replace those funds that the grantee has appropriated for the same purpose. OJJDP will subject potential supplanting to application review, as well as preaward review, postaward monitoring, and audit. If there is a potential presence of supplanting, OJJDP will require the applicant or grantee to supply documentation demonstrating that the reduction in nonfederal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application. *Please note: although the materials provided in the Other Attachments are not assigned specific point values, the peer reviewers will, when appropriate, consider these items when rating applications. For example, reviewers will consider any resumes submitted when assessing the management and organizational capabilities of the applicant or will review project timelines when evaluating the applicant’s project design.* Peer reviewers will *not* review any additional information other than that specified below.

1. Geographic Information

To help OJP develop a geographic information system (GIS) strategic planning capacity, GMS applicants must provide the following two items of information on the geographic area(s) that the funded activity will serve (“service area(s)”) in the formats specified below:

- **Physical address.** If the mailing address is a P.O. box, specify the physical address(es) of the location(s) where the applicant will provide services. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)

ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)

ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area(s) clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, e-mail them to OJJDP’s Mapping Section, attention: Sarah Breen at sarah.breen@usdoj.gov

2. Résumés of Key Personnel

Applicants must provide résumés and/or position descriptions for individuals who will hold key positions.

3. Tribal Resolution

Applicants must submit a draft tribal resolution supporting the FY 2006 application upon request. OJJDP will require applicants to submit a signed tribal resolution prior to the cooperative agreement award.

Due Date

Applicants must register for this funding opportunity by 8:00 pm, EST, March 1, 2006, and submit their completed applications online through Grants.gov by 8:00 P.M. ET, March 15, 2006.

For Additional Information

If you have programmatic questions about this solicitation, call (202-307-5911) to speak with the Tribal Youth Program Manager assigned to your state.

For technical problems or issues related to applying through Grants.gov, call the Grants.gov Customer Support hotline at 1-800-518-4726.

For financial questions or issues, contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786 (press 2) or ask.oc@usdoj.gov.

Appendix A: Other Requirements

Anti-Lobbying Act

Applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on the 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 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 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 they may not use any federally appropriated funding made available under this grant program, 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.

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 due process hearing makes a finding of discrimination on grounds of race, color, religion, national origin (see also “Services to Limited English Proficient (LEP) Persons” on page 11), gender, disability, or age, the recipient of funds must forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances they are required to submit with the application to understand the applicable legal and administrative requirements.

Confidentiality and Human Subjects Protection

Applicants should be aware of the U.S. Department of Justice’s requirements for privacy and confidentiality in research and statistical efforts, as stipulated by 42 U.S.C. § 3879g. The U.S. Department of Justice 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 requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The Privacy Certificate should 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 comply 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 (ojjdp.ncjrs.org/funding/privacy.pdf).

Applicants are further advised that an institutional review board¹ (IRB), in accordance with U.S. Department of Justice regulations at 28 CFR Part 46, must review any project that will involve the use

¹ Institutional Review Boards (IRBs) are the governing bodies that assure that data collection efforts are in accordance with all relevant local, state, and federal laws to protect human subjects. Background information on IRBs is available from the

of human research subjects. IRB review is not required prior to submission of the application. However, if OJJDP makes an award and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that an appropriate IRB approve the project before OJJDP will disburse federal funds for activities involving human subjects. Applicants should include plans for IRB review, where applicable, in the project timeline they submit with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on the OJJDP Web site (ojjdp.ncjrs.org/funding/confidentiality.pdf).

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,² 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 that this application seeks. 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.

National Institute of Justice (www.ojp.usdoj.gov/nij/humansubjects/index.html) and the U.S. Department of Health and Human Services (www.hhs.gov/ohrp/).

Most local and state governments, colleges and universities, hospitals, and private contract research firms have IRBs in place. Agencies that might help you find an IRB to review your data collection plans for the purpose of the application include a local jail, hospital, mental health treatment facility, public health agency, community college, or 4-year college or university. Try calling these agencies, explain that you are submitting an application for federal funding and are required to collect data on the children you serve, and you therefore need IRB clearance and ask if they have ever encountered this situation and what they did about it. It is likely that at least one of these agencies will have some experience they would be willing to share.

IRB reviews are now available from for-profit organizations, if the potential applicant does not have access to an IRB through his/her own institution. They cost about \$6,000–\$10,000, and those costs would need to be built into the first year's budget. Query the term “Institutional Review Board” with any Internet search engine to find those firms.

You do not need to have IRB clearance at the time you submit your application to OJJDP. In your application, you can outline the process for getting IRB clearance in your community. If possible, you should start the process, so that you could say in your application that an IRB is reviewing your study/plan/design and give the expected date for final clearance. Applicants are not required to get final clearance until/if they are funded. In fact, some IRBs won't review a study until after funding is secured.

² “Related efforts” is defined for these purposes 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., to implement a planning effort using other federal funds or to provide a substance abuse treatment or education component within a criminal justice project); or services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

Financial and Government Audit Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and OJP's *Financial Guide*, which is available from the OJP Web site (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 how all successful applicants administer funds.

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 a single organizationwide financial and compliance audit report to the Federal Audit Clearinghouse within 9 months after the close of each fiscal year during the term of the award.

Grantees must comply with the following OJP reporting requirement:

- **Financial status reports (SF 269).** Grantees must submit these financial reports quarterly by the 45th day following the end of each calendar quarter, and a final report is due 120 days following the end of the award period. Grantees may file SF-269 forms online through the Internet at <https://grants.ojp.usdoj.gov>. Grant recipients who do not submit SF-269 reports by the due date will be unable to drawdown funds.
- **Categorical Assistance Progress Reports.** Grantees should complete and submit these semiannual reports within 30 days after the end of the reporting periods, which are June 30 and December 31 for the life of the award. Grantees should submit progress reports online through the Grants Management System (GMS) using the "Application" module. Grantees may address questions to the GMS Help Desk at 1-888-549-9901.

Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, 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 to fund eligible grant activities. OJP will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, OJP will treat these groups on an equal basis with all other grantees in the administration of such awards. OJP will not discriminate for or against any eligible applicant or grantee 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 OJP assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however may not use OJP grant funds 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 OJP grant funds; rather, the grantee must separate such religious activity in time or place from the OJP funded program. Further, participation in such activity

by individuals receiving services must be voluntary. Programs that OJP funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Services to Limited English Proficient (LEP) Persons

Recipients of OJP financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

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, where necessary. *OJP encourages grantees to consider the need for language services for LEP persons they serve or encounter both in developing their proposals and budgets and in conducting their programs and activities. OJP considers reasonable costs associated with providing meaningful access for LEP individuals to be allowable program costs.*

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, 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 Seventh Street NW., 8th Floor
Washington, DC 20531

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 the state has selected this program for review. A list of state SPOCs is available on the OMB Web site (www.whitehouse.gov/omb/grants/spoc.html). Applicants must contact their state SPOCs to determine whether the state has selected their programs for review. The applicant should enter the date that it sent the application to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

Information Technology Standards Compliance

As appropriate, all equipment and software that the grantee develops under awards that result from this solicitation must comply with U.S. Department of Justice Information Technology interface standards, including the National Criminal Intelligence Sharing Plan (see http://it.ojp.gov/documents/National_Criminal_Intelligence_Sharing_Plan.pdf), Global Justice XML Data Model (see <http://it.ojp.gov/jxdm/>), and the Law Enforcement Information Sharing Plan (LEISP). Applicants can

find a list of additional standards at the OJP Standards Clearinghouse (<http://it.ojp.gov/jsr/intro/intro03.html>).

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 appropriate 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 U.S. Department of Justice regulations in 28 CFR Part 18.

Appendix B: Performance Measures

The Government Performance and Results Act (GPRA), Public Law 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, OJJDP requires grantees to collect and report data which measure the results of the program implemented with this grant. OJJDP requires award recipients to collect and report on the following performance data prior to project implementation, semiannually during the project period, and at the end of the project period:

| Program Goal | Performance Measures | Data That Grantees Will Provide |
|--|---|---|
| To prevent and control delinquency and improve the juvenile justice system. | | |
| <p>Category 1:</p> <p>Provide prevention services to impact risk factors for delinquency, including risk factor identification, antigang education, youth gun violence reduction programs, truancy prevention programs, school dropout prevention programs, afterschool programs, and/or parenting education programs.</p> | <p>Prevention (Direct Service Program)</p> <p>Number of program youth and/or families served.</p> <p>Number of service hours that program youth and/or families have completed.</p> <p>Number of program youth who offend or reoffend.</p> <p>Percentage of program youth and/or families exhibiting desired change in targeted behaviors (i.e. antisocial behavior, truancy, gang involvement, etc.).</p> | <p>Prevention (Direct Service Program)</p> <ul style="list-style-type: none"> • Number of program youth and/or families served. • Number of service hours that program youth and/or families have completed. • Number of program youth who offend or reoffend (arrested/rearrested). • Number of program youth and/or families exhibiting desired change in targeted behaviors (i.e. antisocial behavior, truancy, gang involvement, etc.) compared to the total number of program youth and/or families involved. |
| <p>Category 2:</p> <p>Provide interventions for court-involved tribal youth, including graduated sanctions, restitution, diversion, home detention, foster and shelter care,</p> | <p>Intervention (Direct Service Program)</p> <p>Number of program youth and/or families served.</p> | <p>Intervention (Direct Service Program)</p> <ul style="list-style-type: none"> • Number of program youth and/or families served. |

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|--|---|---|
| <p>and/or mentoring.</p> | <p>Number of service hours that program youth and/or families have completed.</p> <p>Number of program youth who offend or reoffend.</p> <p>Percent of program youth and/or families exhibiting desired change in targeted behaviors (i.e. substance use, antisocial behavior, truancy, gang involvement, etc.).</p> | <ul style="list-style-type: none"> • Number of service hours that program youth and/or families have completed. • Number of program youth who offend or reoffend (arrested/rearrested or seen at juvenile court for a new offense). • Number of program youth and/or families exhibiting desired change in targeted behaviors (i.e. substance use, antisocial behavior, truancy, gang involvement, etc.) compared to the total number of program youth and/or families involved. |
| <p>Category 3:</p> <p>Improve the tribal juvenile justice system, including developing and implementing indigenous justice strategies, tribal juvenile codes, tribal youth courts, intake assessments, advocacy programs, and gender-specific programming and enhancing juvenile probation services and/or reentry programs.</p> | <p>Tribal Juvenile Justice System Improvement</p> <p>Percentage of program staff trained.</p> <p>Percentage of program staff exhibiting increased knowledge of the program area.</p> <p>Percent of youth satisfied with the program</p> <p>Percent of families satisfied with the program</p> <p>Percent of staff satisfied with the program</p> | <p>Tribal Juvenile Justice System Improvement</p> <ul style="list-style-type: none"> • Number of program staff trained compared to the total number of program staff • Number of program staff exhibiting increased knowledge of the program area compared to the total number of program staff. • Number of youth satisfied with program compared to the total number of youth in the program • Number of families satisfied with the program compared to the total number of families in the program • Number of staff satisfied with the program compared to the total number of program staff |

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| <p>Category 4:</p> <p>Provide alcohol and drug abuse prevention programs, including drug and/or alcohol education, drug testing, and screening.</p> | <p>Alcohol and Drug Abuse Prevention Programs</p> <p>Number of program youth and/or families served.</p> <p>Number of service hours that program youth and/or families have completed.</p> <p>Percentage of program youth who relapse.</p> <p>Percentage of program youth and/or families exhibiting the desired change in targeted behaviors (i.e. alcohol and substance use, etc.).</p> | <p>Alcohol and Drug Abuse Prevention Programs</p> <ul style="list-style-type: none"> • Number of program youth and/or families served. • Number of service hours that program youth and/or families have completed. • Number of program youth who relapse compared to the total number of youth participating in the program. • Number of program youth and/or families exhibiting the desired change in targeted behaviors (i.e. alcohol and substance use, etc.) compared to the total number of program youth and/or families involved |
| <p>Category 5:</p> <p>Provide mental health program services, including development of comprehensive screening tools, crisis intervention, intake assessments, therapeutic services, counseling services for co-occurring mental health and substance abuse disorders, drug testing, referral services and placement services.</p> | <p>Mental Health Program Services</p> <p>Number of mental health program youth and/or families served.</p> <p>Number of service hours that mental health program youth and/or families have completed.</p> <p>Average length of stay in the program.</p> <p>Number of mental health program youth and/or families screened/evaluated.</p> | <p>Mental Health Program Services</p> <ul style="list-style-type: none"> • Number of mental health program youth and/or families served. • Number of service hours that mental health program youth and/or families have completed. • Total number of days between intake and program exit across all mental health program youth exiting program. • Number of cases closed. • Number of mental health program youth and/or families screened/evaluated. |

| | | |
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| | <p>Number of mental health program youth and/or families with formal psychological/ psychiatric evaluations.</p> <p>Percent of successful mental health program completion among program participants.</p> <p>Number of juvenile delinquency incidents occurring among mental health program participants.</p> | <ul style="list-style-type: none"> • Number of mental health program youth and/or families with formal psychological/ psychiatric evaluations. • Number of successful mental health program completion among program participants compared to the total number of participants in the program. • Number of juvenile delinquency incidents occurring among mental health program participants. |
|--|--|--|

In the application, OJJDP requires the applicant to outline the specific goals and objectives of the project, and the applicant should clearly connect these goals and objectives to the problem(s) identified in the *Problem(s) to Be Addressed* section of the narrative.

Appendix C: Application Checklist

Tribal Youth Program

Applicants must submit all applications electronically through Grants.gov.

- Application for Federal Assistance (SF-424).**
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Budget Detail Worksheet (Attachment #1)** must include a worksheet that identifies and a narrative that justifies all proposed costs for a 4-year period. <http://www.ojp.usdoj.gov/Forms/budget.pdf>
- Program Narrative (Attachment #2)** must indicate if the applicant is opting for a planning year and present a statement of the problem, outline the project's goals and objectives, describe the project design, and detail the applicant's management and organizational capability. [Add/revise selection criteria to meet program requirements.]
- Other Attachments (Attachment #3)** must include the following:
 - **Résumés of Key Personnel.** Applicants must provide résumés and/or position descriptions for individuals who will hold key positions.
 - **Timeline.** The timeline must indicate when the applicant will initiate and complete specific tasks throughout the 4-year cooperative agreement period.
 - **Tribal Resolution.** Applicants must submit a draft tribal resolution supporting the FY 2006 application upon request. (OJJDP will require applicants to submit a signed tribal resolution before awarding cooperative agreements.)

Applicants must submit files attached to their Grants.gov application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.

Due Date

- Applicants must register via Grants.gov by 8:00 pm, EST, March 1, 2006.
- Applicants must submit completed applications by 8 P.M. ET March 15, 2006.

OJJDP will accept applications only through the Grants.gov online application system. OJJDP will not consider mailed or faxed applications.

Grants.gov: <http://www.grants.gov>

Customer Support: 800-518-4726

Appendix D: Grants.gov Registration Checklist

Organizations that have not previously registered with Grants.gov but who wish to apply for this solicitation must complete the following steps to gather the information needed to register.

Get a DUNS number. Organizations may call the toll-free request line at 1-866-705-5711 to obtain a DUNS number at no cost.

Register with the Central Contractor Registry (CCR). Organizations wishing to apply for funds through Grants.gov must register with the Central Contractor Registry. Go to www.ccr.gov or click the “Register with Central Contractor Registry (CCR)” link in Grants.gov and follow the registration instructions. During this process, your organization will be asked to designate one person to serve as the organization’s e-Business Point of Contact (EBiz POC).

Designate an Authorized Organization Representative (AOR). The e-Biz POC may authorize other individuals within their organization to submit applications through Grants.gov. If the AOR has not previously registered with Grants.gov, he/she should click on the “Complete First-Time Registration [Required]” link and provide the requested information. Once the registration is complete, the organization’s EBiz POC will be notified by e-mail and asked to approve the AOR.

Register with a Credential Provider. As part of the Grants.gov registration process, organizations will be asked to register with a credential provider. Click on the “Register with a Credential Provider” link and follow the instructions to register.

More detailed instructions about registering with and applying for funds through Grants.gov are available on OJJDP’s Web site (<http://ojjdp.ncjrs.org/funding/gms.html>).

Applicants experiencing difficulties should call the Grants.gov customer support hotline at 800-518-4726.

Definitions

The **E-Business Point of Contact (EBiz POC)** determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. This safeguards an organization from individuals who may attempt to submit grant application packages without permission. Only one EBiz POC is assigned per each organization’s DUNS number.

The **Authorized Organization Representative (AOR)** will have the ability to submit applications on behalf of an organization. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the system in grant application package forms, which require signatures. An organization can assign as many AORs as necessary.