



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under the OJJDP FY 2008 Tribal Youth Program's Juvenile Accountability Discretionary Grants. This program furthers the Department's mission by supporting the efforts of federally recognized American Indian and Alaska Native communities to develop and implement programs that hold tribal youth accountable for their delinquent behavior and strengthen tribal juvenile justice systems.

OJJDP FY 2008 Tribal Youth Program's Juvenile Accountability Discretionary Grants

Eligibility

Applicants are limited to federally recognized tribal governments.
(See "Eligibility," page 4.)

Deadline

All applications are due by 8:00 p.m. E.T., on June 13, 2008.
(See "Deadline: Application," page 4.)

Contact Information

For assistance with the requirements of this solicitation, contact Brecht Donoghue, Program Manager, at 202-305-1270 or Brecht.Donoghue@usdoj.gov.

This application must be submitted through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1844 For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

CONTENTS

Overview.....	3
Registration.....	3
Deadline: Application.....	4
Eligibility.....	4
Program-Specific Information.....	4
Performance Measures.....	6
How To Apply.....	7
What an Application Must Include.....	7
Standard Form–424.....	7
Program Narrative.....	7
Budget and Budget Narrative.....	13
Indirect Cost Rate Agreement.....	14
Other Attachments.....	14
Selection Criteria.....	15
Review Process	15
Additional Requirements	16
Attachment A: Application Checklist.....	18
Attachment B: TYP JADG Program Purpose Areas.....	19

OJJDP FY 2008 Tribal Youth Program's Juvenile Accountability Discretionary Grants CFDA # 16.731

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) will award the Tribal Youth Program's (TYP) Juvenile Accountability Discretionary Grants to federally recognized tribes to develop and implement programs that hold tribal youth accountable for their delinquent behavior and strengthen tribal juvenile justice systems. Specific statutory authority for this program can be found at 42 U.S.C. Section 3796ee-1.

To meet these goals, tribes may use program funds to address one or more of seventeen TYP JADG Program Purpose Areas (see Appendix A).

Tribes applying for funding under this program should be aware of the following conditions and considerations related to the program:

Interagency Collaboration. OJJDP requires applicants to create a tribal advisory board and to involve the tribal court as a means to encourage cooperation within the tribe.

Training and Technical Assistance. OJJDP will provide training and technical assistance to grant recipients to facilitate program planning, implementation, enhancement, and evaluation. OJJDP will provide further information on such assistance to successful applicants after it makes the awards.

Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 13, 2008.

Eligibility

OJJDP encourages federally recognized tribes and tribal partnerships, when appropriate, to apply for TYP JADG funding. Although tribes may contract for services with other organizations, only federally recognized tribes whose names appear in Volume 70, Number 226, of the *Federal Register* (pp. 71194-98) are eligible to receive an award.

If two or more tribes are applying as a partnership, one tribe must assume fiduciary responsibility and submit the application on behalf of the partnership. This tribe will be identified as the “primary agency” for purposes of administration and management of the award, please see “Memorandum of Understanding” on page 5.

- **Restriction for Certain Tribes**

No funds awarded through this program may be used for courts or law enforcement officers for a tribe or village in which fewer than 25 Native members live in the village year round or that is 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, pursuant to the Consolidated Appropriations Act, 2004 Pub. L. No. 108-199, Div. B, Title I, Sec. 112.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

Program-Specific Information

- **Goals, Objectives, and Deliverables**

The Juvenile Accountability Block Grants Program includes a separate allocation to provide funds to federally recognized tribes to combat delinquency and improve the quality of life in American Indian/Alaska Native (AI/AN) communities. OJJDP awards TYP JADG Program grants to AI/AN communities to promote accountability-based reform and strengthen the tribal juvenile justice system by addressing one or more of the seventeen TYP JADG Program Purpose Areas. OJJDP requires applicants to submit a plan for evaluating the project.

- **Award Information**

OJJDP will award grants of up to \$300,000 to federally recognized tribes for a 3-year budget and project period. OJJDP will provide tribes further information on specific allocation amounts as determined by the statute appropriating funds for fiscal year 2008.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2008.

Tribal Resolution. OJJDP requires that applicants submit a signed copy of a Tribal resolution documenting support for the FY08 TYP JADG application. At a minimum, all applicants must submit a signed tribal resolution as part of their application. If an applicant fails to submit a copy of the tribal resolution as part of their application, it will be eliminated from funding consideration.

The tribal resolution should be submitted as a separate attachment as stipulated in "Other Attachments," page 14.

Memorandum of Understanding. If an applicant applies as a partner with other federally recognized tribes, OJJDP requires that applicant to submit a signed Memorandum of Understanding (MOU) that includes an outline of each partner's roles and responsibilities. If an applicant fails to submit a signed MOU as part of their application, OJJDP will eliminate the applicant from funding consideration. Any federally recognized tribal applicant or applicants intending to service a tribe or tribal organization will include an authorizing resolution or equivalent enactment from the tribe or tribal organizations with the application. (Tribal Grants Policy II., Program and Solicitation Development, 2.)

Any applicable MOUs should be submitted as separate attachments as stipulated in "Other Attachments," page 14.

Match Requirement. TYP JADG program funds may not exceed 90-percent of total program costs, including any funds the recipient sets aside for program administration. The applicant must identify the source of the non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services.

However, if an award recipient uses TYP JADG funds to construct a permanent juvenile correctional facility, the recipient must meet a 50-percent match of the total project. Applicants must satisfy this match requirement with cash only.

Applicants must make the nonfederal match available by the end of the FY 2008 Tribal Juvenile Accountability Discretionary Grant Program project period.

To calculate the 10-percent match, applicants should take the following steps:

- (1) Divide the federal award amount (\$300,000) by the federal share (90-percent) to calculate the adjusted project costs (example: $\$300,000 \div 0.9 = \$333,333$).

- (2) Multiply the adjusted project costs by the recipient's share (10 percent) to calculate required match: (example: \$333,333 x 0.1 = \$33,333).

To calculate the 50-percent cash match, applicants should take the following steps:

- (1) Divide the federal award amount (\$300,000) by the federal share (50-percent) to calculate the adjusted project costs (example: \$300,000 ÷ 0.5 = \$600,000).
- (2) Multiply the adjusted project costs by the recipient's share (50-percent) to calculate the required match: (example: \$600,000 x 0.5 = \$300,000).

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work.

OJJDP will require all funding recipients to report on at least one of the following mandatory performance measures.

Objective	Performance Measures	Data Grantee Provides
<p>To provide funds to federally recognized tribes to develop and implement programs that hold AI/AN youth accountable for their delinquent behavior and strengthen tribal juvenile justice systems. The TYP JADG program has seventeen Program Purpose Areas (see Appendix A).</p>	<p>Percentage of eligible youth served using graduated sanctions approaches.</p>	<p>Number of youth admitted to graduated sanctions programs, compared to number of youth served.</p>
	<p>Percentage of TYP JADG funds awarded for system improvement.</p>	<p>Amount of funds awarded for system improvement, compared to amount of funds awarded.</p>
	<p>Percentage of program youth completing program requirements.</p>	<p>Number of youth who completed program , compared to number of youth entering program.</p>
	<p>Percentage of programs employing evidence-based practices, i.e., a practice shown through rigorous evaluation and replication to be effective in preventing or reducing delinquency or related risk factors.</p>	<p>Number of programs employing evidence-based practices, compared to number of programs funded with JADG funds.</p>
	<p>Percentage of youth with whom an evidence-based practice was used.</p>	<p>Number of youth with whom a best practice was used, compared to number of youth served.</p>
	<p>Percentage of program youth who reoffend (rearrested or seen at juvenile court for a new offense).</p>	<p>Number of youth who reoffend, compared to number of youth served.</p>

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. As part of this initiative, Grants.gov provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions. Applicants can find complete instructions at www.grants.gov. Applicants experiencing difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov does not support the Microsoft Vista operating system. Nor can Grants.gov process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Documents should be saved using "Word 97-2003 Document (*.doc)" format. Other disallowed file types include, the following extensions: com, bat, exe, vbs, cfg, dat, db, dbf, dll, ini, log, ora, sys, and zip.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.731, and the funding opportunity number is OJJDP-2008-1844.

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

What an Application Must Include

Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most federal agencies, following the instructions it provides. The tribal chairman, president, or governor must be listed in as the "Authorized Signature."

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 and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages "1 of 30," "2 of 30," and so forth.) Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applications that do not adhere to the required format will be deemed ineligible.

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

- **Project Abstract**

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

- A. Identification as a federally recognized tribe. (The applicant's tribe name must appear in Volume 70, Number 226, of *The Federal Register* (pp. 71194-01).
- B. A statement indicating that the tribe has passed a tribal resolution in support of this application. A copy of the resolution must be submitted with the application (see "Tribal Resolution," page 5).
- C. Designation of one or more of the TYP JADG Program Purpose Areas (identified by number) as the focus area under which the applicant is applying (see Appendix A).
- D. The location of the project (name of reservation/state).
- E. Type of setting (e.g., school, detention center, mental health center, court).
- F. Ages of juveniles the project will serve. (Note: For the purposes of the TYP JADG Program, "juvenile" refers to youth ages 17 and younger.)
- G. Number of juveniles (age 17 and younger) that the project will serve.
- H. Type of project. A brief narrative should describe how the planned activities will address the TYP JADG Program Purpose Areas selected.
- I. Brief description of the type of government structure of the tribe (e.g., elected, appointed, duration of term of office).

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction that this project will address. This section should discuss juvenile delinquency problems and present an analysis of the applicant's juvenile justice system needs.

Juvenile Delinquency Problems. Applicants must discuss the type and the number of incidents of juvenile delinquency in the geographic area that the proposed project will serve. The applicant must support this discussion with statistical data such as law enforcement statistics, health-related data, information on truancy and dropout rates, or similar data. The discussion must include the following:

(1) A clear statement describing the problems that the proposed project will address and any relevant local data that provides evidence that the problem exists and demonstrates the size and scope of the problem, such as truancy and dropout rates, delinquency rates, and poverty and education levels, etc.

(2) The specific age range of the population that the proposed project will target and the reasons that the applicant selected this group.

(3) The total number of juveniles that the proposed project will serve each year.

(4) A description of the geographic area (i.e., reservation, pueblo, rancheria, village) that the proposed project will serve and whether the geography of the area impacts the problems to be addressed.

Juvenile Justice System Needs. Applicants should plan to establish a tribal advisory board, which may be either an existing or newly formed group (see “Tribal Advisory Board,” page 13).

The tribal advisory board should develop a tribal juvenile justice plan based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and problems and gaps that exist within the juvenile justice system. This analysis should form the basis for determining the most effective use of funds within the seventeen TYP JADG Program Purpose Areas (see Appendix A).

- **Impact/Outcomes and Performance Measures**

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 measurement data that will be required of all successful applicants (see “Performance Measures,” page 7). The applicant must clearly define and relate the goals and objectives of the proposed project to measurable outcomes.

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

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the expected results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.) Specific due dates for completion of objectives should be included in the project timeline/milestone chart (see “Other Attachments,” page 14).

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see “Performance Measures,” page 7). Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded

programs. Performance measures must reflect the specific problems, goals and objectives, and design associated with this grant (see “Project/Program Design, Implementation and Evaluation Plan” below) associated with this grant.

To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. For each of the seventeen JADG Program Purpose Areas, OJJDP has identified at least one mandatory measure and several optional measures that the grantee will report. To determine those that apply to your application, visit ojjdp.ncjrs.gov/grantees/performance.html.

- **Project/Program Design and Implementation and Evaluation Plan**

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 “Performance Measures, page 7).

Applicants must explain proposed activities in the context of juvenile delinquency prevention, intervention, and/or systems improvement. Applicants should describe how they will identify the tribal youth whom they will serve. 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 or nonprofit programs/services that will collaborate with the proposed TYP JADG project.

Logic Model. Applicants should include a logic model that graphically illustrates how the chosen performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html.

Tribal Court. Applicants are strongly encouraged to engage in dialog with the tribal court and law enforcement with regard to application content. Applicants should certify that they have communicated in writing to the tribal court and should submit this letter with their Other Attachments. Applicant must also clearly describe how they considered the needs of the judicial branch with regard to strengthening the juvenile justice system. Although OJJDP recommends having the tribal judge or a representative serve on the tribal advisory board, this in itself does not meet the requirements for this section. OJJDP encourages tribes to use this opportunity to strengthen the relationship between the court system and juvenile justice agencies and providers. OJJDP will process and forward only those applications that address this section fully.

Graduated Sanctions. Applicants should explain whether their tribal court has a system of graduated sanctions. (At a minimum, such a system should impose sanctions for each offense; sanctions should escalate in intensity with each subsequent, more serious offense; and the system should be sufficiently flexible to allow for individualized sanctions and services appropriate for each offender.) If so, describe how the applicant’s system of graduated sanctions functions, and include a flowchart, if applicable. Also, discuss whether the applicant has promoted the use of a system of graduated sanctions by tribal courts, and if so, how.

Activities by Program Purpose Area. Applicants must provide a detailed description of the activities that they will undertake with TYP JADG program funds. At a minimum, applicants must provide the following information for each of the selected TYP JADG Program Purpose Areas:

- (1) TYP JADG Program Purpose Area and number. Use only OJJDP's numbered TYP JADG Program Purpose Areas to identify the purpose area (see Appendix A for the list of purpose areas).
- (2) Planned activities and services. Describe specific steps or projects that the applicant will take or fund to accomplish each objective. This section must identify the agencies that will implement the program, summarize where and when activities will take place, describe the specific services that the agencies will provide, specify who will benefit from the services, and identify the target population. This section must indicate how the program relates to similar tribal programs directed at the same or similar problems.
- (3) Performance measure data. Identify performance measure data (one output, one short-term, and one intermediate measure) for each TYP JADG Program Purpose Area selected (see Appendix A).

Evaluation Plan. OJJDP requires applicants to conduct a rigorous process evaluation and to collect, maintain, and report performance measure data to OJJDP (see "Performance Measures," page 7).

As programs develop, there is an ongoing need to monitor program implementation and to make corrections as necessary based on this assessment. Process evaluations include documenting actual program functioning and activities and identifying barriers to implementation. In the evaluation plan (2–3 pages) submitted with the application, the applicant should describe the data collection methods that will be used to identify the target population, describe the actual services delivered, and document the use of program resources and the qualifications and experiences of the personnel participating in or providing activities. The findings should be analyzed and assessed in concert with the project's original implementation plan and any divergence should be noted. The applicant should also describe how the evaluation will incorporate qualitative and quantitative data, and how the applicant will use the findings to improve program operations.

Applicants may allocate up to 10 percent of the total budget to local evaluation efforts for each of the 3 years of the award. The evaluation design should include process measures that provide a comprehensive description of the project's implementation, including: what was done, how it was done, and to whom and for whom it was done.

In developing the evaluation plan, the applicant should:

- (1) Demonstrate that assessment and evaluation will form an integral part of project planning and implementation activities.
- (2) Provide a process evaluation design that is consistent with the goals, objectives, and performance measures of the proposed project.

- (3) Present a feasible plan for contracting with a third-party evaluator or provide evidence that it has the in-house capacity to conduct a rigorous process evaluation.
- (4) Demonstrate that the proposed evaluator has sufficient experience with research and evaluation and the necessary independence from the project to ensure objectivity.
- (5) Describe its methods to collect, store, maintain, and protect adequate data to support the project's operations and ensure the data's validity and reliability for use in the process evaluation.
- (6) Describe the nature of any planned management information systems, including staffing, hardware and software, standardized data collection forms, routine reports, and statistical analysis capabilities.
- (7) Discuss plans for data-sharing agreements with external agencies and organizations, as applicable. OJJDP requires all applicants and their partners to adhere to local, state, and federal confidentiality guidelines and requirements regarding participant data.
- (8) Discuss how it will document the extent to which the program is meeting its goals and objectives.

A copy of the final process evaluation report must be submitted as part of the final Categorical Assistance Progress Report due at the conclusion of the project period.

Applicants should note that while a process evaluation may demonstrate that a program was implemented properly, it will not necessarily provide information about the program's effectiveness. Only an outcome evaluation can measure the end result or impact of the program. Because TYP JADG projects often lack sufficient expertise, autonomy, funds, and time to conduct outcome evaluations, OJJDP does not require an outcome evaluation of the project. However, projects are required to collect and report performance measures (as specified in "Performance Measures," page 7) that may be used for future outcome evaluations. TYP JADG grantees are encouraged, whenever possible, to partner with local nonprofits or academic institutions to conduct an outcome evaluation.

Timeline/Milestone Chart. In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month for the duration of the award (36 months). Applicants should not use actual calendar months and years in their timelines; instead the timeline should use "Year 1," "Month 1," etc. (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html)

The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 14). Upon receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

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

Staff. Applicants must ensure that the tasks delineated in the project design and included in the project timeline are adequately staffed. The application must describe the positions they will fund and qualifications they will require of those who they will hire. Applicants must include in the "Other Attachments" résumés and/or position descriptions for individuals who will hold key positions.

Tribal Advisory Board. An essential component of the applicant's management and organizational capability is the tribal advisory board. OJJDP requires TYP JADG applicants to establish a tribal advisory board that will develop a coordinated enforcement plan for reducing juvenile crime. The tribal advisory board should include members representing the tribe. Membership should consist of individuals representing (1) law enforcement, (2) prosecutor's office, (3) probation services, (4) juvenile court, (5) schools, (6) business, (7) faith-based, fraternal, nonprofit, and/or social service organizations involved in crime prevention, (8) tribal council elected or duly appointed representative(s), and (9) behavioral/mental health services. As stipulated in "Other Attachments," page 14, applicants must include contact data for the members of the tribal advisory board and a statement that the tribal council has approved the board's membership.

Organizational Chart. Applicants must provide an organizational chart that displays the management structure of their TYP JADG project. This chart should be submitted as a separate attachment as stipulated in "Other Attachments," page 14.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item.

- **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 cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed

costs. A Budget Detail Worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for 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 detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement. Applicants who do not have a federally negotiated indirect cost rate and wish to establish one may 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, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/oc/indirectcosts.htm.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information submitted by the applicant other than that specified below.

The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- Annualized project timeline, including each project goal, related objective, activity, expected completion date, and responsible person or organization (see "Timeline," page 12, and "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html.)
- Organizational chart, depicting the project's management structure.
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memorandums of understanding (where appropriate).
- Tribal resolution. To document support for the FY08 TYP application. At a minimum, all applicants must submit a signed tribal resolution with their application, if an

applicant fails to submit a copy of the tribal resolution as part of their application, it will be eliminated from funding consideration (see “Tribal Resolution,” page 5).

- Tribal advisory board contact information, including a statement that the tribal council has approved the board’s membership.
- **Geographic Information.** To help OJP develop a geographic information system (GIS) strategic planning capacity, the applicant must provide the following two items of information on the geographic area the funded activity (“service area”) will serve in the formats specified below. 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 area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.
 - **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(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.** Provide a road map (with local detail) with the service area clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant’s 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 Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (15 points)
- Impact/Outcomes and Performance Measures (20 points)
- Project/Program Design and Implementation and Evaluation Plan (30 points)
- Capabilities/Competencies (20 points)
- Budget (15 points)

See “Program Narrative,” page 7, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Office of Juvenile Justice and Delinquency Prevention reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. Office of Juvenile Justice and Delinquency Prevention may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including:

- **Trust Fund.** A tribe that receives a grant under the TYP JADG program must establish an interest-bearing trust fund to deposit program funds. For purposes of the program, OJJDP defines a trust fund as an interest-bearing account specifically designated for this program. The tribe must use the amounts in the trust fund (including interest) during a period not to exceed 36 months from the date of award. Tribes may use funds only for the selected purpose areas for which they requested funds and for authorized program administration purposes. Tribes may not use this fund to pay debts that other activities beyond the scope of the TYP JADG Program incur. The recipient tribe must establish the trust fund and distribute funds to support program activities as obligations are incurred.

To comply with the trust fund requirement, a recipient's account must include the following features:

- The account must earn interest.

- The recipient must account for the federal award amount.
- The recipient must account for the local match amount.
- The recipient must account for the interest earned.
- Supplanting Prohibition. Tribes must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. OJJDP will subject potential supplanting to monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recouping of monies provided under this grant, and civil and criminal penalties.
- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide [Office of the Comptroller Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Attachment A: Application Checklist

Please use this checklist to make sure your application is complete.

_____ Application for Federal Assistance (Standard Form 424). This form is generated by completing on-screen information in Grants.gov. A DUNS number must be included in every application for a new award or renewal of an award. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.

_____ Assurances and Certifications (see above list of “Additional Requirements”). The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

_____ Program Narrative. The Program Narrative must include the following five sections:

1. Project Abstract
2. Statement of the Problem/Program Narrative
3. Impact/Outcomes and Performance Measures
4. Project/Program Design, Implementation, and Evaluation Plan
 - a. Logic Model
 - b. Evaluation Plan
5. Capabilities/Competencies

_____ Budget and Budget Narrative (submitted separately from the Program Narrative). The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.

_____ Other Program Attachments (submitted separately from the Program Narrative). The Other Program Attachments must include the following elements.

1. Annualized project timeline/milestone chart.
2. Résumés of key personnel.
3. Position descriptions.
4. Letters of support/commitment or memorandums of understanding (if applicable).
5. Tribal Resolution
6. Tribal Advisory Group Contact Information
7. Organizational Chart
8. Geographic Information (Physical Address and Map)

Please refer to corresponding sections in this announcement to determine the specific contents of each of these attachments.

Attachment B: TYP JADG Program Purpose Areas

The goal of the JADG program is to reduce juvenile offending through accountability-based programs focused on juvenile offenders and the juvenile justice system. Pursuant to 42 U.S.C. Sec. 3796ee, funds paid under this program may only be used for the purpose of strengthening the juvenile justice system which includes the activities listed below.

1. Developing, implementing, and administering graduated sanctions for juvenile offenders.
2. Building, expanding, renovating, or operating temporary or permanent juvenile correction, detention, or community corrections facilities.
3. Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.
4. Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced.
5. Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to help prosecutors identify and expedite the prosecution of violent juvenile offenders.
6. Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.
7. Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
8. Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders.
9. Establishing and maintaining a system of juvenile records designed to promote public safety.
10. Establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
11. Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.

12. Establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders.
13. Establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyberbullying, and gang prevention programs.
14. Establishing and maintaining restorative justice programs.
15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
16. Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming.
17. Establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community.