



The **U.S. Department of Justice (DOJ)**, **Office of Justice Programs (OJP)**, **Office of Juvenile Justice and Delinquency Prevention (OJJDP)** ([www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp)), is pleased to announce that it is seeking applications for funding for the FY 2006 Tribal Juvenile Accountability Discretionary Grant Program. This program furthers the Department's mission by supporting the efforts of federally recognized American Indian and Alaska Native (AI/AN) communities to develop and implement programs that hold AI/AN youth accountable for their delinquent behavior and strengthen tribal juvenile justice systems.

# FY 2006 Tribal Juvenile Accountability Discretionary Grant Program

## Eligibility

Applicants are limited to federally recognized tribal governments under this program.

(See "Eligibility," page 3)

## Deadline

All applications are due by 8:00 p.m. E.T. on April 4, 2006.

(See "Deadline: Applications," page 3)

## Contact Information

For assistance with the requirements of this solicitation, contact Laura Ansera, Tribal Youth Program Coordinator and Tribal Juvenile Accountability Discretionary Grant Program Manager, by e-mail: [Laura.Ansera@usdoj.gov](mailto:Laura.Ansera@usdoj.gov), or by phone at 202-307-5911.

Applicants must submit their applications through [Grants.gov](http://Grants.gov). For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**[[Grants.gov/GMS](http://Grants.gov/GMS) number assigned to announcement]**

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# FY 2006 Tribal Juvenile Accountability Discretionary Grant Program

**C DFA Number: 16.731**

## Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) will award Tribal Juvenile Accountability Discretionary Grant (JADG) Program grants to federally recognized American Indian and Alaska Native (AI/AN) communities to develop and implement programs that hold AI/AN youth accountable for their delinquent behavior and strengthen tribal juvenile justice systems. OJJDP has developed this program announcement to assist and guide federally recognized tribes as they prepare their applications for funding under the Tribal JADG program. Specific statutory authority for this program can be found at 42 U.S.C. Section 3796ee-1.

The goal of the Tribal JADG program is to strengthen tribal juvenile justice systems. To meet that goal, federally recognized tribes may use Tribal JADG program funds to address one or more of 16 Tribal JADG Program Purpose Areas (see appendix A on page 19 for a list of JADG program areas).

Tribes applying for funding under the Tribal JADG 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 involve the Tribal Court as a means to encourage cooperation within the tribe.
- **Training and technical assistance.** OJJDP will provide training and technical assistance (T/TA) to recipients of Tribal JADG program cooperative agreements to facilitate program planning, implementation, enhancement, and evaluation. OJJDP will provide further information on T/TA to successful applicants after the Office makes awards.
- **Grants versus cooperative agreements.** OJJDP uses cooperative agreements when the Office anticipates 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, and will review and approve all required activities at the various stages enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents the grantee develops or identifies for use during the project, with suggestions for modifications.

OJJDP and the award recipient will jointly coordinate the topics the program addresses or services it renders. Where appropriate, the recipient will act jointly with OJJDP to

modify the program plan or budget and to design data collection instruments. In executing this responsibility, OJJDP requires a program specialist to meet periodically with the recipient (as determined by OJJDP) 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; this specifically includes operations, data collection, analysis, and interpretation.

## Deadline: Registration

The [Grants.gov](http://www.Grants.gov) registration deadline is March 21, 2006.

## Deadline: Application

The due date for applying for funding under this announcement is April 4, 2006.

## Eligibility

OJJDP invites federally recognized tribes to apply. Although tribes may contract for services with other organizations, only federally recognized tribal governments are eligible to receive a cooperative agreement award under the JADG program.

Other eligibility criteria include the following:

- **Federally recognized tribes.** To qualify as a federally recognized tribe, the applicant's tribe name must appear in *The Federal Register*, Vol. 68, No. 234, pp. 68179–68184. This notice provides a published list of federally acknowledged tribes eligible to receive services from the U.S. Bureau of Indian Affairs in the contiguous 48 states and in Alaska. The list supercedes the notice published on July 12, 2002 (67 FR 46328).
- **Tribal resolution.** Only federally recognized tribes that have a tribal resolution endorsing implementation of the Tribal JADG program are eligible to apply. An applicant must submit an unsigned tribal resolution with an application. Before the applicant receives final notice of award, OJJDP will require the applicant to submit a signed copy of the tribal resolution. Failure to submit a signed tribal resolution supporting the FY 2006 application upon request will jeopardize an applicant's chances to receive funding.
- **Restriction for certain tribes.** Applicants are advised that funds awarded through this program to the tribes listed below may not be used for courts or law enforcement officers for a tribe or village, pursuant to Public Law 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 located within the boundaries of the Fairbanks North Star Borough, the Matanuska Susitna Borough, the Municipality of Anchorage, the Kenai Peninsula Borough, the City and Borough of Juneau, the Sitka Borough, and the Ketchikan Borough.

**Faith-Based And Other 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 DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, DOJ will treat these groups on an equal basis with all other grantees in the administration of such awards. DOJ 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 DOJ 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 DOJ 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 DOJ grant funds; rather, the grantee must separate such religious activity in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

OJJDP encourages applicants to review the Civil Rights Compliance requirements (see "Additional Requirements" on page 18).

## **Program-Specific Information**

### **Goals, Objectives, and Deliverables**

The Juvenile Accountability Block Grants (JABG) program includes a separate allocation to provide funds to federally recognized tribes to combat delinquency and improve the quality of life in AI/AN communities. OJJDP awards Tribal JADG Program cooperative agreements to AI/AN communities to promote accountability-based reform and strengthen the tribal juvenile justice system by addressing one or more of the 16 Tribal JADG Program Purpose Areas. OJJDP requires applicants to submit a plan for evaluating the project.

### **Award Information**

OJJDP will award cooperative agreements 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 Consolidated Appropriations Act of 2006, Public Law 109-108.

**Match requirement.** Tribal JADG program funds may not exceed 90 percent of total program costs, including any funds the recipient sets aside for program administration. However, if an award recipient uses Tribal JADG funds to construct a permanent juvenile correctional facility, the recipient must meet a 50-percent cash match of the total project. The recipient must make the nonfederal match available by the end of the

project period.

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

- (1) Divide the federal award amount by 90 percent (example:  $\$300,000 \div 0.9 = \$333,333$ ).
- (2) Multiply by the 10 percent match: ( $\$333,333 \times 0.1 = \$33,333$ ).
- (3) Total project cost amount includes the federal award amount plus the match amount (example:  $\$300,000 + \$33,333 = \$333,333$ ).

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, OJJDP requires grantees to collect and report data that measure the results of the program implemented with this grant.

OJJDP has developed a performance measurement system to enable grantees to demonstrate the effectiveness of their programs. OJJDP requires Tribal JADG award recipients to submit annual performance reports, due June 30, using performance measures that OJJDP has outlined.

Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

The performance measures for the Tribal JADG program are modeled on the performance measures that OJJDP's JABG program uses. Below is a table that summarizes the performance measures for the Tribal JADG program:

Objectives	Performance Measures	Data the Grantee Provides
<p>To provide funds to federally recognized American Indian and Alaska Native (AI/AN) communities to develop and implement programs that hold AI/AN youth accountable for their delinquent behavior and strengthen tribal juvenile justice systems. The Tribal JADG program has 16 different program purpose areas. (See Appendix A for a list of all purpose areas.)</p>	<p>OJJDP has developed a series of performance measures for each of the 16 JADG Program Purpose Areas. For each program purpose area, OJJDP has identified at least one mandatory measure and several optional measures that the grantee will report. Tables that detail all performance measures for each of the program purpose areas are available at: <a href="http://ojjdp.ncjrs.gov/grantees/performance.html">http://ojjdp.ncjrs.gov/grantees/performance.html</a></p> <p>Below is the list of mandatory measures for the Tribal JADG Program. OJJDP will require all funding recipients to report on at least one of the following mandatory performance measures:</p>	
	<p>Percentage of eligible youth served using graduated sanctions approaches.</p>	<ul style="list-style-type: none"> <li>• Number of youth admitted to graduated sanctions programs</li> <li>• Number of youth admitted into any program</li> </ul>
	<p>Percentage of JADG funds awarded for system improvement.</p>	<ul style="list-style-type: none"> <li>• Amount of funds awarded to program for services</li> <li>• Amount of funds awarded to program for system improvement</li> </ul>

	Percentage of program youth completing program requirements.	<ul style="list-style-type: none"> <li>• Number of youth who exited a program having completed program requirements</li> <li>• Number of all youth who exited a program</li> </ul>
	Percentage of programs/initiatives employing best practices. A best practice is one that has shown through rigorous evaluation and replication to be effective at preventing or reducing delinquency or related risk factors.	<ul style="list-style-type: none"> <li>• Number of programs/initiatives employing best practices</li> <li>• Number of programs/initiatives funded with JADG funds</li> </ul>
	Percentage of youth with whom a best practice was used.	<ul style="list-style-type: none"> <li>• Number of youth with whom a best practice was used</li> <li>• Number of youth served</li> </ul>
	Percentage of program youth who reoffend (rearrested or seen at juvenile court for a new offense).	<ul style="list-style-type: none"> <li>• Number of youth with a new offense</li> <li>• Number of youth in the program</li> </ul>

Applicants may contact Laura Ansera, Tribal Juvenile Accountability Discretionary Grant Program Manager, at 202-307-5911 (phone) or [Laura.Ansera@usdoj.gov](mailto:Laura.Ansera@usdoj.gov) (e-mail) for additional information.

## How to Apply

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



**Grants.gov Instructions:** Complete instructions can be found at <http://www.ojjdp.ncjrs.org/funding/grants.html>. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726.

## What an Application Must Include

### 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.** 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. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. OJJDP will use the DUNS number throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dunandbradstreet.com> to obtain a number. Applicants must have a DUNS number *before* beginning the application process. Applications without a DUNS number are incomplete. Individuals are exempt from this requirement.
- **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.731, titled “Tribal Youth Program,” and the funding opportunity number is [funding opportunity number].
- **Type of Application.** Select “New” in the drop-down menu for “Type of Application.”
- **Authorized Signature.** *The tribal chairman, president, or governor must sign Box 17.*

### Assurances and Certifications

OJJDP requires applicants to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” to receive federal funds under this program.

### Administrative Requirements

**Trust fund requirement.** A tribe that receives a cooperative agreement under the Tribal 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 area(s) 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 Tribal 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 four features:

- (1) The account must earn interest.
- (2) The recipient must account for the federal award amount.
- (3) The recipient must account for the local match amount.
- (4) 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, recoupment of monies provided under this cooperative agreement, and civil and/or criminal penalties.

## **Budget**

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; (3) includes the total federal request and match requirement, including in-kind contributions; and (4) provides a brief supporting narrative to link costs with project activities.

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

### **1. Budget Detail Worksheet**

The worksheet should provide a detailed computation of the cost for each budget line item and show how the applicant calculated the cost. 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 include the following required items:

- A.** Budget detail worksheets and detailed budget narratives for each year in the 3-year project period.
- B.** Identification of one or more of the 16 Tribal JADG Program Purpose Areas as the focus of the applicant's project.

- C. An explanation of a cash match equal to 10 percent of total program costs. (Please note that “total program costs” includes the required 10-percent match; see “Match Calculation” above in the Award Information section)
- D. A 50-percent match of total program costs if the tribe uses funds for the construction of a permanent juvenile detention or correctional facility.
- E. A budget summary for each year and an additional summary for the total (3--year) budget.
- F. A set aside of a minimum of 10 percent of the total budget to complete evaluation requirements.

## 2. 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.

**Indirect Cost Rate Agreement:** Attach a copy of your current federally approved indirect cost rate negotiated agreement, if you have included indirect costs in your budget

A sample budget detail worksheet form is available on the Grants/Funding section of OJP’s Web site ([www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm)).

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

## 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, 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.) *Be sure that the file name of the attachment includes the words “program narrative” (e.g., program\_narrative.doc).* OJJDP may deem applications that do not adhere to the required format to be ineligible and may not forward them to peer review.

The program narrative must address the following selection criteria:

### 1. Project Abstract

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

- A. Name of the federally recognized tribe applying to this program announcement whose name appears in volume 68, number 234 of *The Federal Register* (pp.68179-68184).
- B. Statement indicating whether the tribe has passed a resolution supporting this application. If the tribe has not passed a resolution, indicate the date when such approval is expected. *Note:* OJJDP will request a signed tribal resolution supporting the application before awarding an applicant a cooperative agreement. OJJDP will not award funds if the applicant does not submit a signed resolution upon request.
- C. Select one or more of the Tribal JADG Program Purpose Area(s) (identified by number) under which the applicant is applying (see appendix A on page 19 for a list of Tribal JADG Program Purpose Areas). Tribes applying for funding must identify one or more of the program purpose areas in the project abstract as the focus of their application.
- D. The location of the project (name of reservation/state).
- E. The type of setting (e.g., school, detention center, mental health center, court).
- F. Age(s) of juveniles the project will serve. (*Note:* For the purposes of the Tribal JADG Program, “juvenile” refers to youth ages 17 and younger.)
- G. Number of juveniles the project will serve.
- H. Type of project. A brief narrative should describe how the planned activities will address the Tribal JADG Program Purpose Area(s) selected.
- I. Brief description of the type of government structure of the tribe. (e.g., elected, appointed, duration of term of office)

## 2. **Statement of the Problem**

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.

- A. **Discussion of 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 specific problem(s) that the proposed project will address (include any relevant information that will support your description of the problem).

- (2) The specific age range of the population that the proposed project will target and the reason(s) 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 problem(s) to be addressed.

**B. Analysis of juvenile justice system needs.** 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/or problems and gaps that exist within the juvenile justice system. This analysis should form the basis for determining the most effective uses of funds within the 16 Tribal JADG Program Purpose Areas.

### 3. Goals and Objectives

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 OJJDP requires all successful applicants to submit (see page 5 for performance measures). The applicant must clearly define and relate the goals and objectives of the proposed project to measurable outcomes.

- A. Program goals.** State the overall intent of the program to change, reduce, or eliminate the problem described. The goals should describe what the program intends to accomplish in general terms.
- B. Program objectives.** Explain how you will accomplish the program goal(s). Objectives are specific, quantifiable statements of the expected results of the program and therefore further define goals and provide the means to measure program performance.

### 4. Project Design

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.*

This section should outline a project design that is sound and contains activities directly linked to the achievement of the project's goals and objectives. 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 AI/AN youth who 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 Tribal JADG project.

- A. Role of the 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 of the application. 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.

- B. System of graduated sanctions.** Explain whether the applicant 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. Include a flowchart, if applicable. Also, discuss whether the applicant has promoted the use of the system of graduated sanctions by tribal courts, and if so, how.
- C. Activities by purpose area with corresponding performance measures.** Applicants must provide a detailed description of the activities that they will undertake with Tribal JADG program funds. At a minimum, applicants must provide the following information for each of the selected JADG Program Purpose Areas:
- (1) Tribal JADG Program Purpose Area and number.** Use only OJJDP's numbered Tribal JADG Program Purpose Areas to identify the purpose area.
  - (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 Tribal JADG Program Purpose Area selected (see appendix A on page 19 for program purpose areas).
- D. Project timeline.** The application must include a project timeline that indicates when the applicant will initiate and complete specific tasks throughout the cooperative period (October 1, 2006, to September 30, 2009). The applicant must reference the timeline, as appropriate, in the narrative. The timeline must indicate the activities the applicant will implement and the milestones the project will achieve and note who will ensure that they are

completed.

- E. Evaluation and management information system (MIS) plan (2–5 pages).** OJJDP requires JADG awardees to conduct both a process and an outcome evaluation and to collect and maintain key data necessary to support both types of evaluations.

Applicants must present a plan for evaluating their project. Selection, reporting, and tracking of performance measures (see above) should compliment the overall evaluation design and can, in fact, serve as a first step to conducting process and outcome evaluations. Applicants must allocate a minimum of 10 percent of the total budget to local evaluation efforts for each of the 3 years of the cooperative agreement. Awardees can also use this 10 percent to support reporting requirements, as discussed above.

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). Applicants should discuss the following in explaining how they will support evaluation of their projects:

- (1) How they will make the evaluation an integral part of their project planning and implementation activities, including selection and reporting of performance measures.
- (2) How the project design is consistent with goals, objectives, and performance measures of the proposed project and whether goals and objectives were met.
- (3) Applicants should describe the methods they plan to collect, store, and maintain adequate data to support the project's operations as well as the process and outcome evaluations. (Completion of a privacy certificate will fulfill this requirement.)
- (4) Applicants should describe the nature of any planned MIS, including staffing, hardware and software, standardized data collection forms, routine reports, and statistical analysis capabilities.
- (5) 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.
- (6) Applicants should show if and to what extent the project is producing the intended effects with the targeted population.

**F. Process evaluation.** The data collection plan must enable the project to:

- (1) Summarize its basic operations, service delivery, client characteristics, and treatment outcomes.
- (2) Describe how the evaluation will include both qualitative and quantitative information.
- (3) Describe how the process evaluation will help the project in assessing the effectiveness of its operations and its ability to meet its goals and objectives, and how the applicants 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.

**G. Outcome evaluation.** OJJDP requires applicants to provide a feasible plan for collecting and analyzing the impact of the project on 1-year postprogram recidivism outcomes. This plan might describe the partnerships formed and list the indications that show increases in communication between relevant stakeholders based on their involvement with the Tribal JADG program.

OJJDP encourages applicants to collect data on participant activities for longer than a 1-year postprogram period. In addition, OJJDP strongly encourages applicants to identify the data sources for postprogram outcomes (such as drug use, employment and earnings, health care, and drug treatment participation), which the applicant should describe, if available. The plan must describe products the applicant expects from the evaluation.

This plan must identify the source of the data the applicant will use in measuring achievement of objectives. The applicant should clearly state who will collect and analyze data. As indicated earlier, the awardee must set aside at least 10 percent of the budget to assist with evaluation activities and may include collection and reporting of performance measure data. Applicants who need technical assistance with any part of the program design may request assistance after OJJDP has made the awards.

OJJDP is in the process of developing a national Tribal JADG Program evaluation and plans to select a national evaluator in the near future. Applicants selected for funding under the Tribal JADG Program should be prepared to cooperate in a national evaluation. OJJDP will provide technical assistance, if needed.

## **5. Management and Organizational Capability**

Applicants must describe project staff roles and responsibilities 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. Applications must provide for fiscal control and accounting procedures that ensure the prudent use and proper disbursement and accounting of funds.

- A. 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.
- B. Tribal Advisory Board.** An essential component of the applicant's management and organizational capability is the Tribal Advisory Board. OJJDP requires Tribal 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, and (7) faith-based, fraternal, nonprofit, and/or social service organizations involved in crime prevention. Applicants must include in the Other Attachments contact information for the members of the Tribal Advisory Board and a statement that the Tribal Council has approved the board membership.
- C. Organizational chart.** Applicants must provide an organizational chart that displays the management structure of their Tribal JADG project.

## Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application. **Please note:** although the materials applicants provide 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 résumés 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](mailto: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. **Timeline**

The timeline must indicate when the applicant will initiate and complete specific tasks throughout the 3-year cooperative agreement period (October 1, 2006, to September 30, 2009).

## 4. **Tribal Resolution**

OJJDP will not award the application if the applicant does not submit upon request a signed tribal resolution supporting the FY 2006 application.

## **Selection Criteria**

All applications that proceed to peer review will be rated on a 100-point scale. Point values for selection criteria are presented below:

- Budget (15 points).
- Statement of the Problem (15 points).
- Goals and Objectives (20 points).
- Project Design (30 points).
- Management and Organizational Capability (20 points).

See "What an Application Must Include" for detailed descriptions of the selection criteria.

## **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 B on page 21) to ensure that their application is complete before submitting it. A 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 consider 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](http://ojjdp.ncjrs.org/funding/peerreview.html)).

## Additional Requirements

Information about the following additional requirements is available on the OJP Web site <http://www.ojp.usdoj.gov/otherrequirements.htm>:

- 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
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide [hyperlink]
- Suspension or Termination of Funding
- Funding to Faith-Based and Community Organizations (If Applicable)
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

OJJDP strongly encourages applicants to review the information pertaining to these additional requirements before they submit their applications. Additional information for each can be found on **OJP's Web site** ([www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp)).

# Appendix A: Tribal JADG 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. To meet that goal and strengthen the juvenile justice system, a state or unit of local government can use JADG funds to perform only the activities below. See 42 U.S.C. Section 3796ee.

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 enhance school safety.
- 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.

# Appendix B: Application Checklist

## Tribal Juvenile Accountability Discretionary Grant 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.
- Administrative Requirements**
  - Trust fund requirement.** Tribes must establish an interest-bearing account.
  - Supplanting prohibit.** Tribes may not replace state or local funds with federal funds.
- Budget** must include a budget detail worksheet that identifies and a narrative that justifies all proposed costs.
- Program Narrative** must 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, including a brief description of the government structure of the tribe. (e.g., elected, appointed, duration of terms)
- Other Attachments** must include the following:
  - Résumés of key personnel.**
  - Timeline.**
  - Tribal resolution.**

*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 on Grants.gov by 8:00 pm ET March 21, 2006.
- Applicants must submit completed applications by 8 pm ET April 4, 2006.

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

# Appendix C: 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](http://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.

## 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.

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.