



The [U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention](#), is seeking applications under the OJJDP FY 2008 Tribal Youth Program. This program furthers the Department's mission by providing grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention Act of 2002 to federally recognized tribes and tribal partnerships.

OJJDP FY 2008 Tribal Youth Program

Eligibility

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

(See "Eligibility," page 4.)

Deadline

All applications are due by 8:00 p.m. E.T., on August 4, 2008.

(See "Deadline: Application", page 4.)

Contact Information

For assistance with the requirements of this solicitation, contact Patrick Dunckhorst, Program Manager, at 202-514-4158 or Patrick.Dunckhorst@usdoj.gov.

This application must be submitted through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1903. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

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OJJDP FY 2008 Tribal Youth Program CFDA # 16.731

Overview

The Tribal Youth Program (TYP) supports and enhances tribal efforts to prevent and control delinquency and improve the juvenile justice system for American Indian/Alaska Native (AI/AN) youth. This program is authorized by the Consolidated Appropriations Act, 2008, Pub. L. No. 110-161.

TYP is part of the Indian Country Law Enforcement Initiative, a joint initiative of the U.S. Departments of Justice (DOJ) and the Interior to improve law enforcement and the administration of criminal and juvenile justice in Indian country.

While violent crime arrest rates have declined throughout the United States, they continue to rise in Indian country. According to the Bureau of Justice Statistics' publication *American Indians and Crime, A BJS Statistical Profile, 1992–2002* (Perry, 2004), in general violent crime is at a rate twice that of the general population. Of particular concern to tribes and the federal government, especially the Office of Juvenile Justice and Delinquency Prevention (OJJDP), is the disproportionate number of violent crimes committed by and against juveniles in Indian country. For example, among American Indians and Alaska Natives age 12 to 17, the aggression and victimization rates are significantly higher than all other racial groups in the same age range. Thus, the Indian Country Law Enforcement Initiative and OJJDP seek to enhance law enforcement in Indian country and improve the quality of life in tribal communities as a means to address these problems. Since fiscal year (FY) 1999, OJJDP has awarded 296 grants to tribes throughout the nation to develop and implement efficient and effective delinquency prevention programs, interventions for court involved youth, improvements to the juvenile justice system, alcohol and substance abuse prevention programs, and emotional behavioral program services. Applicants are encouraged to collaborate with community- and faith-based organizations to promote greater sustainability of resources, long-term partnership, and additional assets to benefit tribal youth. This effort seeks to enhance and expand tribal resources to implement innovative, effective and efficient strategies and programs to support tribal youth.

Please visit <http://www.ojp.usdoj.gov/funding/solicitations.htm> for information on other funding opportunities from the Office of Justice Programs.

Registration

Registering with [Grants.gov](http://www.grants.gov) is a one-time process; however, if you are a first time registrant it could take 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](http://www.grants.gov).**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., August 4, 2008.

Eligibility

OJJDP invites federally recognized tribes to apply for TYP funding.

Subgrant Opportunities for Faith-Based and Other Community Organizations

OJJDP encourages a federally recognized tribe to consider faith-based and other community organizations for a subgrant award. Any applications from a tribe must be supported by a tribal resolution (see "Tribal Resolution," page 6).

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is 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. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant

funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

The Juvenile Justice and Delinquency Prevention Act, as amended, contains prohibitions against discrimination by awardees and sub-awardees on the basis of religious belief in employment. However, if an awardee or subawardee is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice. For the circumstances under which this may occur, and the certifications that may be required, please refer to the following link at www.usdoj.gov/fbcj/effect-rfra.pdf.

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

TYP supports and enhances tribal efforts to prevent and control delinquency and improve the juvenile justice system for AI/AN youth. OJJDP will award grants for direct service prevention programs on federally recognized tribal land or directed at tribal youth to develop and implement effective and efficient delinquency prevention programs, interventions for court-involved youth, improvements to the juvenile justice system, alcohol and substance abuse prevention programs, and mental health program services. Applicants are required to submit a plan for evaluating their project.

Award Information

OJJDP will award 5-year grants (budget and project periods). 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.

OJJDP determines TYP award amounts based on population data from the Bureau of Indian Affairs (BIA) American Indian Population and Labor Force Report (AIPLFR) – 2003 (see "Total Enrollment, Column A" at see <http://www.doi.gov/bia/labor.html>).

Tribes with 6,000 or fewer residents on or near the reservation may apply for one 5-year award of up to \$400,000; tribes with 6,001 or more residents on or near the reservation may apply for one 5-year award of up to \$500,000.

The following tribes are eligible to apply for more than one TYP award because their populations exceed 100,000 members (per the AIPLFR-2003): Navajo Nation, Cherokee Nation of Oklahoma, and Choctaw Nation of Oklahoma. Individual applications must represent a tribal community identified in the AIPLFR-2003. Communities with 6,000 or fewer residents on or near the reservation may apply for a 5-year award of up to \$400,000; tribes with 6,001 or more residents on or near the reservation may apply for a 5-year award of up to \$500,000. Organizations applying for funds are likewise limited to funding the same funding levels and will need to identify the tribes they plan to serve.

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

Tribal Resolution

OJJDP requires that applicants submit a signed copy of a tribal resolution documenting support for the FY08 TYP application. At a minimum, all applicants must submit an unsigned, draft tribal resolution as part of their application, and, if selected, a signed copy must be submitted to OJJDP within thirty (30) days of receipt of an award to access grant funds. 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 draft tribal resolution should be submitted as a separate attachment as stipulated in "Other Attachments," page 19.

Sustainability and Additional Resources

If an applicant tribe identifies a potential subgrant in its application, the application must identify how the potential subgrantee's inclusion will enhance, expand, or improve work or outcomes without additional cost to the tribal community.

Training and Technical Assistance

Recipients of TYP grants can seek from OJJDP training and technical assistance to facilitate program planning, enhancement, implementation, and evaluation.

All awarded applicants are required to attend a one-time, mandatory, OJJDP-sponsored TYP orientation meeting held in year one of the project in Washington, DC. Applicants are also required to attend an annual OJJDP-sponsored, TYP regional cluster meeting held in years two, three, and four of the project.

In addition, all awarded applicants will be required to attend a one-time, mandatory, OJJDP-sponsored, strategic planning training held in year one of the project (see "Designated Planning Year," page 14). Only applicants who submit a strategic plan by October 30, 2008, and receive formal approval from their OJJDP Program Manager will be exempt from attending this training (see "Strategic Plan Submission," page 15). Awarded applicants who receive an exemption from strategic planning training are required to attend a TYP regional cluster meeting in year one.

OJJDP will provide further information about training and technical assistance after awards are made.

Match Requirement. Match is not required for this program.

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. Applicants must select applicable measures based on identified Tribal Youth Program categories. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To prevent and control delinquency and improve the juvenile justice system. All Programs will report on measures 1 – 4 in the performance measures column. 1. Prevention Program Provide prevention services to impact risk factors for delinquency, including risk factor identification, anti-gang education, youth gun violence reduction programs, truancy prevention programs, school dropout prevention programs, afterschool programs, and parenting education programs. 2. Intervention Program Provide interventions for court-involved tribal youth, including graduated sanctions, restitution, diversion, home detention, foster and shelter care, and mentoring. 3. Alcohol and Drug Abuse Prevention Programs Provide alcohol and drug abuse prevention	1. Number of program youth and/or families served. 2. Percentage of program youth who offend or reoffend (arrested/rearrested), including violation of a condition of probation, diversion, restitution or other adjudication. 3. Percent of program youth and/or families exhibiting desired change in targeted behaviors (i.e., substance use, antisocial behavior, truancy, gang involvement, etc.). 4. Percent of program staff trained.	Number of program youth and/or families served. Number of program youth who offend or reoffend, compared to number of program youth. Number of program youth and/or families exhibiting desired change in targeted behaviors, compared to number of program youth and/or families involved. Number of program staff trained compared to number of program staff.

programs, including drug and alcohol education, drug testing, and screening. 4. Tribal Juvenile Justice System Improvement Improve the tribal juvenile justice system, including developing and implementing indigenous justice strategies, tribal juvenile codes, tribal youth courts, intake assessments, advocacy programs, and boys and/or girls focused programming, and enhancing juvenile probation services and reentry programs.	Tribal Juvenile Justice System Improvement will also measure: 4.1 Percent of program staff exhibiting increased knowledge of the program area. 4.2 Percent of program youth and/or families satisfied with the program. 4.3 Percent of staff satisfied with the program.	Tribal Juvenile Justice System Improvement will also provide: Number of program staff exhibiting increased knowledge of the program area compared to total number of program staff. (e.g., through pre-post testing of knowledge retention). Number of youth and/or families satisfied with program compared to number of program youth. Number of staff satisfied with the program compared to number of program staff.
5. Mental Health Program Services Provide mental health program services, including development of comprehensive screening tools, crisis intervention, intake assessments, therapeutic services, counseling services for co-occurring mental health and substance abuse disorders, drug testing, referral services and placement services.	Mental Health Program Services will also measure: 5.1 Average length of stay in the program. 5.2 Percent of mental health program youth and/or families with formal psychological/ psychiatric evaluations.	Mental Health Program Services will also measure: Total number of days between intake and program exit across all mental health program youth exiting program. Number of mental health program youth and/or families with formal psychological/ psychiatric evaluations.

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-2008-1903.

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. In completing the "Estimated Funding" information, applicants should include the total funding requested for all 5 years of the award period.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. Pages should be numbered "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, and OJJDP may eliminate the application from funding consideration.

The program narrative must address the following selection criteria: (1) project abstract, (2) statement of the problem/program narrative, (3) impact/outcomes and performance measures, (4) project/program design and implementation and evaluation plan, and (5) 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 impact/outcomes section.

Project Abstract

All applications must include a one-page project abstract of no more than 250 words that addresses the following points in the order listed. Non-tribal applicants must address the following points about the tribes with which they propose to work.

- (1) Identification as a federally recognized tribe. (The applicant's tribal name must appear in Volume 70, Number 226, of the *Federal Register* (pp. 71194-98).
- (2) Tribal population listed in the Bureau of Indian Affairs (BIA) American Indian Population and Labor Force Report (AIPLFR) - 2003 (<http://www.doi.gov/bia/labor.html>) Total Enrollment (Column A).
- (3) The category or categories under which the applicant is applying (see "Tribal Youth Program Categories," page 11).
- (4) Ages of the juveniles that the project will serve.
- (5) Number of juveniles (age 17 and younger) that the project will serve.
- (6) Location of the project (name of reservation/state).
- (7) Type of setting (e.g., school, detention center, recreation program).
- (8) Type of project (e.g., prevention, afterschool, school based, court involved youth, year round, mental health, substance abuse). A brief narrative should describe how the planned activities will address at least one (and no more than two) of the program categories (see "Tribal Youth Program Categories," page 11).
- (9) A signed authorizing resolution must be received no later than 30 days from the date of the application submission. (see "Tribal Resolution," page 6).
- (10) Brief description of the type of government structure of the tribe (e.g., elected, appointed, duration of terms).

Tribal Youth Program Categories. Those applying for funding must identify at least one (and no more than two) of the following categories in the project abstract as the focus of their application for funding:

- (1) Provide prevention services to impact risk factors for delinquency, including risk factor identification, anti-gang education, youth gun violence reduction programs, truancy prevention programs, school dropout prevention programs, afterschool programs, and parenting education programs.
- (2) Provide interventions for court-involved tribal youth, including graduated sanctions, restitution, diversion, home detention, foster and shelter care, and mentoring.

(3) Improve the tribal juvenile justice system, including developing and implementing indigenous justice strategies, tribal juvenile codes, tribal youth courts, tribal juvenile drug courts, intake assessments, advocacy programs, and gender-specific programming and enhancing juvenile probation services and reentry programs.

(4) Provide alcohol and drug abuse prevention programs, including drug and/or alcohol education, drug testing, and screening.

(5) Provide mental health program services, including development of comprehensive screening tools, crisis intervention, intake assessments, therapeutic services, counseling services for co-occurring mental health and substance abuse disorders, drug testing, referral services and placement services.

Statement of the Problem/Program Narrative

All applicants must briefly describe the nature and scope of the problem in the jurisdiction that this project will address. The discussion must include:

- (1) The types and the number of incidents of juvenile delinquency in the geographic area that the proposed project will serve.
- (2) 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.
- (3) Any previous or current attempts to address the problem.
- (4) The specific age range that the project will target.
- (5) The number of juveniles that the proposed project will serve.
- (6) A description of the geographic area (e.g., reservation, pueblo, rancheria, village) that the proposed project will serve.

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 measures that will be required of successful applicants.

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

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might include the following: to provide culturally-appropriate, after-school

activities for 40 at-risk youth, 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 (see “Timeline,” page 16).

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).

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. 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 will be used to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures (see “Performance Measures,” page 7).

The program narrative should describe what applicants propose to do and how they intend to do it. This section should be detailed and describe how the project will operate through the duration of the award period. Applicants must explain the activities they are proposing in the context of juvenile delinquency prevention, intervention, and/or system improvement (depending on which of the five categories the applicant has selected (see “Tribal Youth Program Categories,” page 11)). Applicants should describe how they will identify the AI/AN youth they will serve/treat. The project design should also include a description of any federal or nonprofit, faith-based or community programs or services that will collaborate with the proposed TYP project.

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

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

In FY 2008, OJJDP encourages applicants to consider, if funded awards under this solicitation, partnering with subgrantees, such as non-profit, faith-based or community

organizations that can assist and promote sustainability for the program to continue beyond project funding.

Designated Planning Year. OJJDP recognizes that most newly-funded projects will benefit from a program start-up period during which the program may conduct a community needs assessment, establish a shared vision and mission, create a comprehensive logic model and action plan, develop program policies and procedures, formulate evaluation and data-related designs and data collection instruments and forms, and enter into partnering agreements with local organizations that may assist them in meeting the programmatic requirements of the award.

Beginning in FY 2006, OJJDP began encouraging applicants to designate the first year of their award as a “planning year.” During this planning year, newly-funded applicants are provided with intensive training and technical assistance to assist them in developing a comprehensive strategic plan and the capacity to collect and utilize performance management and program evaluation data during the remaining 4 years of the award. This training and technical assistance includes attending a one-time, mandatory, OJJDP-sponsored, strategic planning training in year one of the 5-year award period. At the conclusion of the planning year (September 30, 2009), all “planning year” awardees are required to submit a 4-year strategic plan that outlines their comprehensive plan to implement, evaluate and sustain the goals and objectives of their applications and documents the achievement of the milestones listed below.

OJJDP encourages applicants to identify potential subgrantee partnerships with non-profit, faith-based and community organizations to participate in the program and to conduct outreach to foster such partnerships.

Upon providing a strategic plan approved by OJJDP as evidence that these milestones have been achieved, the program will enter an implementation phase for the duration of the award period.

OJJDP expects applicants requesting a planning year to achieve and document the following milestones during year one of the award:

1(1) The program has conducted and analyzed a community needs assessment that describes community needs, community capacity, and available community resources.

2

3(2) The program has established and implemented a project advisory board (see initial paragraph above).

4(3) The program has constructed a program logic model, describing issue to be addressed and community needs, inputs and resources, activities, outputs, and short and long-term outcomes.

(4) The program has identified and established organizational partners, as appropriate, to assist with project activities that promote sustainability.

5

6(5) The program has developed an action plan and revised timeline for the 4-year implementation phase of the project and assigned responsibility for specific tasks.

7

8(6) The program has identified specific, quantifiable measures for its outputs and short and long-term outcomes, as described in the logic model.

9

10(7) The program has identified sources of data for its performance and evaluation measures.

11(8) If the data source belongs to outside organizations or agencies, the program has established a Memorandum of Understanding with its partners to ensure access to and timely receipt of appropriate data.

12(9) The program has established systematic data collection and monitoring tools and procedures that enables it to track and record data.

13(10) The program has developed and begun implementation of an approved evaluation plan, including identifying and establishing an agreement with an individual or organization to conduct, or assist in conducting, a process evaluation.

14(11) The program has identified potential resources to assist in its sustainability efforts and has developed a comprehensive plan for sustainability.

Strategic Plan Submission for Exemption from Designated Planning Year. If an applicant opts not to designate the first year of its award period as a planning year, the applicant must submit a comprehensive 5-year, strategic plan including documentation that their program has successfully completed each of the milestones listed in the previous section no later than October 30, 2008. The strategic plan must be approved by the OJJDP Program Manager in order for the grantee to access grant funds and receive an exemption from attending strategic planning training.

An awarded applicant whose strategic plan is not approved by their OJJDP Program Manager, or who does not designate a planning year and fails to submit a strategic plan by October 30, 2008, will be required to participate in the strategic planning training and technical assistance program. Approved strategic plans will serve as a basis for monitoring progress toward program implementation.

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 budget to local evaluation efforts for each of the 5 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 award 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 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 grantees are encouraged, whenever possible, to partner with local nonprofits or academic institutions to conduct an outcome evaluation.

Moreover, OJJDP is developing a national process evaluation of the OJJDP Tribal Youth Program. Applicants selected for funding under this solicitation should be prepared to cooperate in the national process evaluation.

Timeline. In addition to the narrative description of the project design, applicants must submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. Applicants should not use actual calendar dates in their timelines; instead the timeline should use “Year 1,” “Month 1,” “Quarter 1,” etc. (see “Sample Project Timelines” at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in “Other Attachments,” page 19. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

Capabilities/Competencies

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

This section of the program narrative must describe how the project will be managed and the overall organizational capability to demonstrate the applicant’s ability to operate and support the project successfully. The application must describe the positions that the grantee will fund and qualifications that will be required of newly hired employees. Applicants must ensure that the tasks delineated in the project timeline are adequately staffed (see “Timeline,” page 16). Applicants must include résumés and position descriptions for key personnel, as stipulated in “Other Attachments,” page 19. Applications must provide for fiscal control and accounting procedures that ensure the prudent use and proper disbursement and accounting of project funds.

Applicants must demonstrate organizational capacity and the existence of a management structure that will support the achievement of the proposed project’s goal and objectives in an efficient and cost-effective manner. Applicants should include a description of any similar programs and services they have provided

Budget and Budget Narrative

Applicants must provide a 5-year budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; 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.

The applicant must explain how funded activities will address at least one, and no more than two, of the following categories: (1) provide prevention services to impact risk factors for delinquency, (2) provide interventions for court-involved tribal youth, (3) improve the tribal juvenile justice system, (4) provide alcohol and drug abuse prevention programs, and (5) provide mental health programs services (see “Tribal Youth Program Categories,” page 11).

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.

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

- (1) Travel costs for two persons (representing program and fiscal staff) to attend a mandatory, one-time, OJJDP-sponsored national TYP orientation meeting in year one in Washington, DC. For budget purposes, please anticipate the training will take place over three full days. Note that the FY08 federal per diem rate for Washington, DC is \$265/day (meals and lodging).
- (2) Travel costs for four persons to attend a mandatory, one-time, OJJDP-sponsored Strategic Planning Training in year one at locations to be determined. For budget purposes, please anticipate the training will take place over three full days. Upon receipt of an award, if an exemption to training is approved by OJJDP, the travel budget may be modified accordingly.
- (3) Travel costs for up to two persons to attend three annual OJJDP-sponsored TYP regional cluster meetings, beginning with the second year at locations to be determined. For budget purposes, please anticipate the cluster meetings will take place over three full days. Grantees are not required to attend regional cluster meetings in the final (fifth) year of their award period.
- (4) The purchase of one computer system with Internet access and e-mail capability to be dedicated to TYP operations, if one is not already available. Please note that in addition to the application, OJJDP requires all programmatic, financial, and performance measure reports be submitted electronically through an internet reporting system.
- (5) If the applicant has identified an indirect cost as part of the budget, OJJDP requires the applicant to submit a copy of their federal agency-approved, indirect cost agreement letter (signed by the cognizant federal agency). OJJDP will not fund the indirect costs of applicants who fail to submit the required indirect cost agreement.
- (6) A set aside of up to 10 percent of the total budget to complete evaluation requirements (see "Evaluation Plan," page 15).

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 http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Other Attachments

Applicants must submit the following materials in as attachments to their 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), Excel worksheet, PDF file (.pdf), or text document (.txt)—must include:

annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization (see "Timeline," page 16).

résumés of all key personnel.

job descriptions outlining roles and responsibilities for all key positions.

letters of support/commitment and memorandums of understanding (MOUs) from partner organizations.

tribal resolution (see "Tribal Resolution," page 6).

Geographic Information. To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity ("service area") 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. Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked 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, they can be e-mailed to OJJDP via 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:

1. Statement of the Problem/Program Narrative (15 points)
2. Impact/Outcomes and Performance Measures (20 Points)
3. Project/Program Design, Implementation, and Evaluation Plan(30)
4. Capabilities/Competencies (20)
5. Budget and Budget Narrative (15 Points)

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

Review Process

OJP is committed to ensuring a standardized process for awarding grants. OJJDP 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. OJJDP may use either internal or external peer reviewers or a combination thereof to review applications under this solicitation. 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. 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.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all 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 OJJDP, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, 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:

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 Chief Financial Officer [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.