



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under its OJJDP FY 2007 Tribal Youth Program's Juvenile Accountability Discretionary Grants. This program furthers the Department's mission by supporting the efforts of federally recognized American Indian and Alaska Native (AI/AN) communities to develop and implement programs that hold tribal youth accountable for their delinquent behavior and strengthen tribal juvenile justice systems.

OJJDP FY 2007 Tribal Youth Program's Juvenile Accountability Discretionary Grants

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 January 31, 2007.
(See "Deadline: Application," page 4.)

Contact Information

For assistance with the requirements of this solicitation, contact Stephanie Rapp, Program Manager, at 202-514-9123 or Stephanie.Rapp@usdoj.gov.

This application must be submitted through Grants.gov. The funding opportunity number is OJJDP-2007-1495. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

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FY 2007 Tribal Youth Juvenile Accountability Discretionary Grants CFDA # 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 seventeen Tribal JADG Program Purpose Areas (see Appendix A for the list of purpose 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.

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

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., January 31, 2007.

Eligibility

OJJDP invites federally recognized tribes to apply. While 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. Eligibility criteria include the following:

- **Federally recognized tribes.** To qualify as a federally recognized tribe, the applicant's tribe name must appear in a *Federal Register* notice publication (see 25 U.S.C. Section 479a-1). This notice provides a published list of federally acknowledged tribes eligible to receive services from U.S. Bureau of Indian Affairs in the contiguous 48 states and in Alaska. The most recent list of federally recognized tribes can be found at Vol. 70, Number 226, of the *Federal Register*, pp. 71194-98.
- **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 2007 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 other 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 other community organizations will be considered for awards on the same basis as 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.

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

Program-Specific Information

- **Goals, Objectives, and Deliverables**

The Juvenile Accountability Block Grants Program includes a separate allocation to provide funds to federally recognized tribes to combat delinquency and improve the quality of life in 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 seventeen 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 statute appropriating funds for fiscal year 2007.

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, 2007.

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 FY 2007 Tribal Juvenile Accountability Discretionary Grant Program project period.

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

- (1) Divide the federal award amount 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, applicants who receive funding under this solicitation must provide data that measures the results of their work.

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

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 seventeen Program Purpose Areas (see Appendix A).</p>	<p>Percentage of eligible youth served using graduated sanctions approaches.</p> <p>Percentage of JADG funds awarded for system improvement.</p> <p>Percentage of program youth completing program requirements.</p> <p>Percentage of programs employing evidence-based practices, i.e., a practice shown through rigorous evaluation and replication to be effective in preventing or reducing delinquency or related risk factors.</p> <p>Percentage of youth with whom an evidence-based practice was used.</p> <p>Percentage of program youth who reoffend (rearrested or seen at juvenile court for a new offense).</p>	<p>Number of youth admitted to graduated sanctions programs, compared to number of youth served.</p> <p>Amount of funds awarded for system improvement, compared to amount of funds awarded.</p> <p>Number of youth who completed program , compared to number of youth entering program.</p> <p>Number of programs employing evidence-based practices, compared to number of programs funded with JADG funds.</p> <p>Number of youth with whom a best practice was used, compared to number of youth served.</p> <p>Number of youth who reoffend, compared to number of youth served.</p>

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. 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 www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.731, titled “FY 2007 Tribal Juvenile Accountability Discretionary Grant Program,” and the funding opportunity number is OJJDP-2007-1495.

A DUNS number is required. 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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and 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. Obtain one by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most federal agencies, following the instructions it provides. [The tribal chairman, president, or governor must sign Box 17, Authorized Signature.]

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed.

Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Project Abstract**

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

- A. Name of the federally recognized tribe applying to this program announcement whose name appears in volume 70 of the *Federal Register* (pp. 71194-01).
- 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. Designation of one or more of the Tribal JADG Program Purpose Areas (identified by number) as the focus area under which the applicant is applying (see Appendix A).
- D. The location of the project (name of reservation/state).
- E. The type of setting (e.g., school, detention center, mental health center, court).
- F. Ages of juveniles the project will serve. (Note: For the purposes of the 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 Areas selected.
- I. Brief description of the type of government structure of the tribe (e.g., elected, appointed, duration of term of office).

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

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

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 problems 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 reasons that the applicant selected this group.

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

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

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 problems and gaps that exist within the juvenile justice system. This analysis should form the basis for determining the most effective use of funds within the seventeen Tribal JADG Program Purpose Areas.

- **Impact/Outcomes and Evaluation**

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 "Performance Measures," page 7). The applicant must clearly define and relate the goals and objectives of the proposed project to measurable outcomes.

Goals. The applicant should 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.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the expected results of the program and therefore further define goals and provide the means to measure program performance.

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 and Implementation," p. 11).

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

- **Project/Program Design and Implementation**

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.

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.

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.

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).

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 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.

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.

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.

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

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

Tribal Advisory Board. An essential component of the applicant's management and organizational capability is the Tribal Advisory Board. OJJDP requires 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.

Organizational chart. Applicants must provide an organizational chart that displays the management structure of their Tribal JADG project.

Budget and Budget Narrative

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

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

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at www.ojp.usdoj.gov/Forms/budget.pdf.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

Other Attachments

Applicants must submit the following materials as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- A project timeline that indicates when the applicant will initiate and complete specific tasks throughout the cooperative period (October 1, 2007, to September 30, 2010). 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.
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Tribal resolution. To receive an award, the applicant, on request, must submit a signed tribal resolution supporting the FY 2007 application.
- **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:

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

See “Program Narrative,” page 8, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers’ ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards.

Additional 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 areas for which they requested

funds and for authorized program administration purposes. Tribes may not use this fund to pay debts that other activities beyond the scope of the 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 features:

- The account must earn interest.
- The recipient must account for the federal award amount.
- The recipient must account for the local match amount.
- The recipient must account for the interest earned.

Supplanting prohibition. Tribes must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. OJJDP will subject potential supplanting to monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recouping of monies provided under this cooperative agreement, and civil and criminal penalties.

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide *[hyperlink]*
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.

Appendix A: Tribal JADG Program Purpose Areas

The goal of the JADG program is to reduce juvenile offending through accountability-based programs focused on juvenile offenders and the juvenile justice system. 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 are designed to enhance school safety, which programs may include research-based bullying, cyberbullying, and gang prevention programs.
14. Establishing and maintaining restorative justice programs.
15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
16. Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming.
17. Establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community.