



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding OJJDP FY 09 Tribal Juvenile Accountability Discretionary Grants Program. This program furthers the Department's mission by supporting the efforts of federally recognized tribal governments to develop and implement programs that hold American Indian and Alaska Native (AI/AN) youth accountable for delinquent behavior and strengthen tribal juvenile justice systems.

OJJDP FY 09 Tribal Juvenile Accountability Discretionary Grants Program

Eligibility

Under this program, applicants are limited to federally recognized tribal governments.
(See "Eligibility," page 4.)

Deadline

All applications are due by 8:00 p.m. E.T., on March 12, 2009.
(See "Deadline: Application," page 4.)

Contact Information

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

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to support@grants.gov.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2034.

CONTENTS

Overview.....	3
Registration.....	3
Deadline: Application.....	3
Eligibility.....	4
General Statement of Eligibility.....	4
Restrictions for Certain Tribes.....	4
Program-Specific Information.....	4
Performance Measures.....	6
How To Apply.....	7
What an Application Must Include.....	8
Standard Form–424.....	8
Program Narrative.....	8
Budget and Budget Narrative.....	14
Indirect Cost Rate Agreement.....	15
Other Attachments.....	15
Selection Criteria.....	16
Review Process	16
Additional Requirements	16
Attachment A: Sample Project Abstract.....	19
Attachment B: Tribal JADG Program Purpose Areas.....	20

FY 09 Tribal Juvenile Accountability Discretionary Grants Program CFDA #16.731

Overview

Under the authority bestowed by 42 U.S.C. Section 3796ee-1, OJJDP will award funds under its Tribal Juvenile Accountability Discretionary Grants (Tribal JADG) Program to federally recognized tribal communities to develop and implement programs that hold AI/AN youth accountable for delinquent behavior and strengthen tribal juvenile justice systems. For the purposes of this program, “juvenile” refers to youth ages 17 and younger. Federally recognized tribes may use program funds to address 1 or more of the 17 Tribal JADG Program’s purpose areas (see Appendix B).

Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP highly recommends that applicants register as early as possible to prevent delays in submitting an application package to by the deadline. The registration process for organizations involves the following steps: (1) obtain a Data Universal Numbering System (DUNS) number, (2) register your organization with the Central Contractor Registry (CCR), (3) register with Grants.gov’s Credential Provider and obtain a username and password, (4) register with Grants.gov to establish yourself as an Authorized Organization Representative, and (5) have the E-Business Point of Contact assign the “Authorized Applicant Role” to you. For more information about this process, go to www.grants.gov/applicants/get_registered.jsp. **Note:** You must renew your CCR once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., March 12, 2009.

Within 24-48 hours after submitting its electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will advise whether the application has been received and validated or has been rejected and why.

Important: Applicants are urged to submit their application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused rejection.

If an applicant experiences unforeseen Grants.gov technical issues beyond your control, it must contact OJP staff within 24 hours after the due date and request approval to submit its application. At that time, OJP staff will require the applicant to e-mail the complete grant application and its DUNS number and provide all Grants.gov Help Desk tracking numbers.

After OJP reviews the information submitted and contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact the applicant to approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

Eligibility

OJJDP encourages federally recognized tribes to apply for Tribal JADG funding. Although tribes may contract for services with other organizations, only federally recognized tribes whose names appear in Volume 73, Number 66, of the Federal Register (pp.18553-18557) are eligible to receive an award.

Two or more tribes may partner to apply for a Tribal-JADG award. However, one tribe must assume fiduciary responsibility and submit the application on behalf of the partnership. This tribe will be identified as the "primary agency" for purposes of administration and management of the award (see "Memorandum of Understanding," page 5).

Restriction for Certain Tribes. Pursuant to the Consolidated Appropriations Act, 2004 Pub. L. No. 108-199, Div. B, Title I, Sec. 112, 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 may not use any funds awarded through this program for courts or law enforcement officers.

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 grants to AI/AN communities to promote accountability-based reform and strengthen the tribal juvenile justice system by addressing 1 or more of the 17 Tribal JADG Program purpose areas. OJJDP requires applicants to submit a plan for evaluating the project.

- **Award Information**

OJJDP will award grants of up to \$300,000 to federally recognized tribes for a 3-year budget and project period. OJJDP will provide tribes further information on specific allocation amounts as determined by the statute appropriating funds for fiscal year 2009.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation by no later than September 30, 2009.

Tribal Resolution. OJJDP requires that all awardees submit a signed copy of a tribal resolution documenting support for the FY09 Tribal JADG application. At a minimum, all applicants must submit an unsigned, draft copy of the tribal resolution as part of their application, and, if selected, they must submit a signed copy to OJJDP within 30 days of receipt of an award. If an applicant fails to submit a copy of the tribal resolution as part of their application, OJJDP will eliminate the applicant from funding consideration.

Applicants should submit the draft tribal resolution as a separate attachment as stipulated in "Other Attachments," page 15.

Memorandum of Understanding. If an applicant applies as a primary agency in partnership with other federally recognized tribes, OJJDP requires that applicant to submit a signed memorandum of understanding (MOU) that includes an outline of each partner's roles and responsibilities. If an applicant fails to submit a signed MOU as part of their application, OJJDP will eliminate the applicant from funding consideration.

Applicants should submit any applicable MOUs as separate attachments as stipulated in "Other Attachments," page 15.

Training and Technical Assistance. OJJDP will provide recipients of Tribal JADG grants with training and technical assistance to facilitate program planning, enhancement, implementation, and evaluation. OJJDP will make every effort to align training and technical assistance opportunities with the Tribal Justice, Safety, and Wellness sessions to afford grantees cross-cutting training opportunities and collaboration.

OJJDP requires all newly awarded Tribal JADG grantees to attend a mandatory orientation meeting in Washington, DC, during year 1 of the project. OJJDP also requires grantees to attend an annual Tribal Grantee Regional Cluster Meeting in years 2 and 3 of the project.

In addition in the first year of the project, OJJDP will provide newly-funded grantees mandatory, intensive training and technical assistance to help them develop a comprehensive strategic plan and the capacity to collect and utilize performance management and program evaluation data. This training and technical assistance includes a mandatory Strategic Planning Training in year 1 of the project. At the conclusion of the first year of the grantee's project period (September 30, 2010), OJJDP requires awardees to submit an approved strategic plan that outlines their comprehensive plan to implement, monitor, and sustain the goals and objectives of their applications and documents the achievement of designated milestones.

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

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. The applicant must identify the source of the non-federal portion of the budget and how they will use match funds. Applicants may satisfy this match requirement with either cash or in-kind

services. Applicants must include the non-federal match in their application. However, they may also submit compelling justification to request a waiver of as much as the 10 percent requirement for the Administrator's consideration.

However, if an award recipient uses Tribal JADG funds to construct a permanent juvenile correctional facility, the recipient must meet a 50-percent match of the total project. Applicants must include the non-federal match in their application. However, they may also submit compelling justification to request a waiver of as much as the 50 percent requirement for construction of a juvenile corrections facility for the Administrator's consideration.

Grantees must make the nonfederal match available by the end of the FY 2009 Tribal JADG Program project period.

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

1. Divide the federal award amount (\$300,000) by the federal share (90 percent) to calculate the adjusted project costs.

Example: $\$300,000 \div 0.9 = \$333,333$

2. Multiply the adjusted project costs by the recipient's share (10 percent) to calculate required match.

Example: $\$333,333 \times 0.1 = \$33,333$

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

1. Divide the federal award amount (\$300,000) by the federal share (50 percent) to calculate the adjusted project costs

Example: $\$300,000 \div 0.5 = \$600,000$

2. Multiply the adjusted project costs by the recipient's share (50 percent) to calculate the required match:

Example: $\$600,000 \times 0.5 = \$300,000$

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures (outlined in the table below) for which applicants selected for funding will be required to submit data during the grant period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and must discuss their data collection methods. Refer to the Selection Criteria in this solicitation, which outline applicant responsibilities for collecting and reporting data. Mandatory performance measures for this solicitation are as follows:

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 17 program purpose areas (see Appendix B).</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>

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

DOJ is participating in the e-Government initiative, 1 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, call the Grants.gov Customer Support Hotline at 1-800-518-4726, Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time, or e-mail support@grants.gov.

Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application with attachments in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include Microsoft Excel (*.xls) files. GMS is not yet compatible with Vista and cannot yet

process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (.doc)” format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, 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, titled “Tribal Youth Program,” and the Funding Opportunity Number is OJJDP-2009-2034.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) 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 for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. 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.dnb.com/us/. Individuals are exempt from this requirement.

Central Contractor Registration. OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form that most federal agencies use, following the instructions it provides. The tribal chairman, president, or governor must be listed as the “Authorized Signature.”

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered “1 of 30,” etc. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (3) impact/outcomes and performance measures, (4) project/program design and implementation, and (5) capabilities/competencies. The applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must directly derive the goals and objectives from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **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 and present an analysis of their juvenile justice system needs.

Discussion of Problem. 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. description of the problems that the proposed project will address and any relevant local data that provides evidence that the problem exists and demonstrates the size and scope of the problem, such as truancy and dropout rates, delinquency rates, and poverty and education levels, etc.
2. age range of the population that the proposed project will target and the reasons that the applicant selected this group. For the purposes of this program, "juvenile" refers to youth ages 17 and younger
3. number of juveniles that the proposed project will serve each year.
4. 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. Applicants must establish a tribal advisory board, which may be either an existing or newly formed group. (See "Tribal Advisory Board," page 13.)

The tribal advisory board should develop a tribal juvenile justice plan based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and problems and gaps that exist within the juvenile justice system. This analysis should form the basis for determining the most effective use of funds within the 17 Tribal JADG Program purpose areas.

Project Abstract. A one-page project abstract must be included as the first page of the Program Narrative and is included in the page limitation specified above. The abstract must provide the following information:

1. identification as a federally recognized tribe, (see "Eligibility," page 4).

2. a statement indicating that the tribe has passed (or intends to pass) a tribal resolution in support of this application. If the tribe has not yet passed the resolution, the applicant must indicate the date that such approval is expected. In either case, at a minimum, the applicant must submit a draft copy of the resolution with the application, (see “Tribal Resolution,” page 5).
3. 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 B).
4. location of the project (name of reservation/state).
5. type of setting (e.g., school, detention center, mental health center, court).
6. ages of juveniles the project will serve. (Note: For the purposes of the Tribal JADG Program, “juvenile” refers to youth ages 17 and younger.)
7. number of juveniles (age 17 and younger) that the project will serve.
8. type of project, describing how planned activities will address selected Tribal JADG Program purpose areas.
9. description of tribal government structure (e.g., elected, appointed, duration of term of office).

SMART. Applicants must demonstrate that they have queried OJJDP’s Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see “Other Attachments,” page 15). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. All applicants must register with the SMART system at smart.gismapping.info, and become familiar with the data, information, and functionality. Instructions specific to the FY ‘09 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project’s goals and objectives, applicants should be cognizant of the performance measurement data that will be required of all successful applicants (see “Performance Measures,” page 6). The applicant must clearly define and relate the goals and objectives of the proposed project to measurable outcomes.

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

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the expected results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.) The applicant should include specific due dates for completion of objectives in the project timeline/milestone chart (see “Other Attachments,” page 15).

Performance Measures. OJJDP requires award recipients to collect and report data in support of performance measures (see “Performance Measures,” page 6).

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

Applicants must describe the specific strategies that they will use to implement the proposed program. Applicants should also demonstrate their program design will facilitate the gathering of data on the required performance measures.

Applicants must explain proposed activities in the context of juvenile delinquency prevention, intervention, and/or systems improvement. Applicants should indicate how they will identify the AI/AN youth whom they will serve and 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.

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncirs.gov/grantees/performance.html. The logic model must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 15.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at ojjdp.ncirs.gov/grantees/timelines.html). The timeline must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 15. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

Role of the Tribal Court. OJJDP strongly encourages applicants 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. Applicants must also clearly describe how they considered the needs of the judicial branch with regard to strengthening the juvenile justice system. While 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 describe how they will use this funding 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. Applicants should explain whether their tribal court has a system of graduated sanctions. (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 the tribal court has a system of graduated sanctions, applicants must describe how the system functions and include a flowchart, if applicable. Applicants must also discuss whether the applicant has promoted the use of a 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 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 (see Appendix B for the list of purpose areas).
2. **Planned activities and services.** Describe specific steps or projects that the applicant will take or fund to accomplish each objective. This section must identify the agencies that will implement the program, summarize where and when activities will take place, describe the specific services that the agencies will provide, specify who will benefit from the services, and identify the target population. This section must indicate how the program relates to similar tribal programs directed at the same or similar problems.
3. **Performance measure data.** Identify the data source(s) and the method of data collection for the performance measure(s) that correspond to each Tribal JADG Program purpose area selected (see Appendix B).

As programs develop, there is an ongoing need to monitor program implementation and to make corrections, as necessary, based on this assessment. OJJDP requires applicants to collect, maintain, and report performance measure data (see "Performance Measures," page 6). In addition, as part of the strategic planning process, OJJDP requires grantees to develop an assessment plan in consultation with OJJDP and their T&TA provider to determine how to best incorporate qualitative and quantitative data to improve program operations.

Please note that while OJJDP does not require a formal program evaluation, projects are required to collect and report performance measures (as specified in "Performance Measures," page 6) and to cooperate, as necessary, in future OJJDP evaluations.

- **Capabilities/Competencies**

Applicants must explain the program's organizational structure and operations. This section of the program narrative must describe how the applicant will manage and staff the project locally. Applicants should clearly and evidently connect management and staffing patterns 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 who will implement and manage this effort and its associated federal funding. The applicant should highlight any prior experience implementing projects of similar design or magnitude 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 (or demonstrate the existence of) 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 and the community, such as: (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. A member of the tribal council may also serve on the Board. 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. They should submit this chart as a separate attachment as stipulated in “Other Attachments,” page 15.

Budget and Budget Narrative

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

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All funds listed in the budget will be subject to audit.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A budget worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

The budget worksheet must address and include the following requirements:

1. in year 1 of the project period, travel costs for two persons (representing program and fiscal staff) to attend a mandatory Tribal New Grantee Orientation meeting in Washington, DC. For budget purposes, it should be anticipated that the training will take place over 3 full days. Note: The maximum FY09 federal per diem rate for Washington, DC, is \$297/day for meals and lodging.

2. in year 1 of the project period, travel costs for four persons to attend a mandatory, OJJDP-sponsored Strategic Planning Training in a location to be determined. For budget purposes, please anticipate the training will take place over 3 full days.
3. in years 2 and 3 of the project period, travel costs for up to two persons to attend annual OJJDP-sponsored Tribal Grantee Regional Cluster Meetings in locations to be determined. For budget purposes, the applicant should anticipate that the cluster meetings will take place over 3 full days.

- **Budget Narrative**

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

Indirect Cost Rate Agreement

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.

Applicants who 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. An organization can determine this by reviewing its 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/funding/pdfs/indirect_costs.pdf.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, 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 that the applicant submits other than that specified below.

- SMART data (see “SMART,” page 10).
- logic model (see “Logic Model,” page 11).
- timeline or milestone chart (see “Timeline,” page 11).
- 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, if applicable.
- tribal resolution documenting support for the application. At a minimum, all applicants must submit an unsigned tribal resolution with their application. However, if selected, the applicant must submit a signed copy to OJJDP within 30 days of receipt of an award. If an applicant fails to include, at a minimum, a draft of the tribal resolution with an application, OJJDP will eliminate the applicant from funding consideration (see “Tribal Resolution,” page 5).
- tribal advisory board information, including contact data and a statement that the tribal council has approved the board membership.
- organizational chart depicting the management structure of the Tribal JADG project.

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/Performance Measure Data Collection Plan (20 points)
- Project/Program Design, Implementation and Evaluation (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 standardized process for awarding grants. OJJDP each 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 peer reviewers, external peer reviewers or a combination thereof both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may

include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, OJP's 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 OJP's 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 selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at www.ojp.usdoj.gov/funding/other_requirements.htm.

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- 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 and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations

- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

Additional requirements for this solicitation also include:

Trust Fund Requirement. A tribe that receives a grant 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 grant, and civil and criminal penalties

Appendix A: Application Checklist

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

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

_____ **Assurances and Certifications** (see “Additional Requirements,” page 16). The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

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

1. Statement of the Problem/Program Narrative
2. Impact/Outcomes and Performance Measures
3. Project/Program Design, Implementation, and Evaluation
4. Capabilities/Competencies

_____ **Budget and Budget Narrative** (submitted separately from the Program Narrative)

The Budget Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.

_____ **Other Attachments** (submitted separately from the Program Narrative)

Other Attachments must include the following elements.

1. SMART data
2. logic model
3. timeline or milestone chart
4. résumés of all key personnel
5. job descriptions
6. letters of support/commitment or memorandums of understanding, if applicable
7. tribal resolution
8. tribal advisory group information
9. organizational chart

Refer to corresponding sections in this solicitation to determine the contents of these attachments.

Appendix B: 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.