The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for its Fiscal Year (FY) 2013 Evaluation of Programs for Tribal Youth. This program furthers the Department's mission by building evidence regarding effective delinquency prevention and intervention program strategies for tribal youth.

OJJDP FY 2013 Evaluation of Programs for Tribal Youth

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 3.)

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 23.) All applications are due by 11:59 p.m. eastern time on May 14, 2013. (See Deadlines: Registration and Application, page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1–877–927–5657, via e-mail to JIC@telesishq.com, or by live Web chat. JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2013-3522

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Contents

OJJDP FY 2013 Evaluation of Programs for Tribal Youth
(CFDA #16.731)

Overview

This solicitation will fund one or more evaluation studies to produce findings of practical use to tribal communities, practitioners, administrators, and policymakers in the identification, adaptation, and testing of promising programs, policies, and strategies for tribal juvenile justice and delinquency prevention. OJJDP encourages applicants to propose rigorous evaluation of one or more of the following: (1) replication or adaptation for tribal youth of an evidence-based juvenile justice program model, such as those designated in CrimeSolutions.gov, the OJJDP Model Programs Guide, or other relevant effective model program listings; (2) juvenile justice prevention or intervention program models that incorporate Native American traditional practices; or (3) OJJDP-funded Tribal Youth Program site(s) and/or OJJDP funded Tribal Juvenile Accountability Discretionary Grants Program site(s). This evaluation initiative seeks to further what is known about the experiences, strengths, and needs of tribal youth and how tribal families and communities can design or adapt program strategies to effectively nurture positive development of youth and to reduce their risk for victimization and delinquency. This program will be authorized by an Act appropriating FY 2013 funds for the Department of Justice.

Deadlines: Registration and Application

Applicants must register with Grants.gov to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 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 a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 14, 2013. See How To Apply, page 24, for details.

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as coapplicants.

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations in future years.

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Program-Specific Information

Purpose

OJJDP's Evaluation of Programs for Tribal Youth will support rigorous process and outcome evaluations that advance OJJDP's mission to identify evidence-based practices that effectively prevent and respond to juvenile delinquency and victimization among tribal youth. Little is known about how tribal communities develop and implement effective program strategies and how tribal youth respond to these interventions. Accordingly, OJJDP seeks applications that propose systematic, rigorous evaluations of program models and strategies that address tribal juvenile justice processing, offender intervention, delinquency prevention, and treatment services. By conducting such evaluations, OJJDP can inform the field regarding which evidence-based practices may merit replication or adaptation in tribal communities.

OJJDP encourages applicants to propose initiatives that embrace the participatory research approach and would involve the tribal community from the onset in framing the goals of the evaluation and in identifying the evaluation questions. As an example, applicants might propose to engage the tribal community, including elders, parents, and youth themselves, in identifying key program outcomes, such as enhancement of youth protective factors and traditional sources of resilience. The research team should propose an evaluation design that reflects an understanding and respect for tribal sovereignty, history, culture, and customs and unique juvenile justice issues.

Tribes, tribal organizations, or third parties proposing to conduct evaluation activities that relate to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed evaluation project on tribal lands. For additional details, refer to "Tribal Authorizing Resolution" on page 18.

Applicants may propose to evaluate a broad range of tribal youth initiatives in keeping with OJJDP's priority to advance evidence-based practices. Examples include:

* identify juvenile justice program models from relevant evidence-based directories that merit replication or adaptation for serving the target population of tribal youth. Currently, there are several major directories of evidence-based practices available to juvenile justice and delinquency prevention practitioners, including: Crime Solutions (www.crimesolutions.gov/), the OJJDP Model Programs Guide (www.ojjdp.gov/mpg/), and the Blueprints for Violence Prevention (www.colorado.edu/cspv/blueprints/).

* evaluate promising tribal youth juvenile justice programs that include a focus on Native American traditional practices that advance positive development among tribal youth.

* evaluate the effectiveness of one or more sites participating in OJJDP's Tribal Youth Program (TYP) or Tribal Juvenile Accountability Discretionary Grants (TJADG) Program. Tribal nations are currently developing and implementing TYP and TJADG projects at numerous sites across the nation. OJJDP's tribal initiatives were established in 1999 to support and enhance tribal efforts to prevent and control delinquency and strengthen the juvenile justice system for American Indian and Alaska Native youth. See www.tribalyouthprogram.org/ for more information. These grants support the following array

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of diverse programming priority areas to address the needs and build the strengths of tribal youth and their families:

o prevention, intervention, and short-term treatment programs that use culturally appropriate strategies to promote protective factors, reduce risk factors, and respond to the specialized needs of high- and at-risk tribal youth. Examples of this type of programming include:

- positive youth development and family strength-based program models.

- cultural or traditional practice-informed programming.

- mentoring.

- substance abuse, mental health, trauma, violence, suicide prevention and responses.

- truancy reduction and school-based programming.

o systemic, communitywide, or public health strategies and responses. Examples of this type of programming include:

- children exposed to violence prevention, intervention, and response strategies.

- violence prevention strategies and approaches.

- systemwide trauma models and trauma-informed care improvements.

o tribal juvenile and family court systems improvements. Examples of this type of programming include:

- tribal juvenile codes improvements.

- establishing or expanding problem-solving and population-specific courts, such as juvenile courts, peer courts, and juvenile drug courts.

- risk and intake assessments.

- indigent defense and juvenile advocacy programs.

o juvenile law enforcement responses and detention center, probation and parole, and reentry programming. Examples of this type of programming include:

- diversion and alternatives to detention models.

- green detention and reentry programming.

- youth development training models.

- referral, processing, case management, and wrap-around services improvements.

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OJJDP is committed to continually assessing the efficacy of emerging program approaches to: (1) identify promising and effective strategies and (2) determine when particular approaches are not producing the intended, positive outcomes for tribal youth participants. OJJDP encourages applicants proposing to conduct impact analyses to use the most rigorous evaluation design possible to maximize the potential to produce conclusive results regarding program outcomes.

Under this solicitation, OJJDP also requires the conduct of an evaluation in which evaluators document the process of program implementation. By carefully documenting service delivery, evaluators can assess the fidelity of program model implementation and the frequency, duration, and dosage level of program interventions. Furthermore, OJJDP encourages applicants to propose strategies for providing valuable interim feedback to program implementers as they fine tune efforts to replicate or adapt program strategies and models to meet the needs of tribal youth within the context of specific tribal communities.

Recipients of federal funds awarded under this solicitation must budget only for those costs directly associated with the conduct of evaluation-related tasks. Funds are not available under this solicitation for the delivery of program services.

Research Questions. The primary research questions that OJJDP seeks to answer through this evaluation initiative include:

- Are programs effective in preventing or reducing delinquent behaviors or victimization among tribal youth?

- Are programs effective in producing behavioral or nonbehavioral changes to reduce risk factors associated with delinquency among tribal youth?

- What factors are critical to the successful development and implementation of an effective tribal youth program?

- If programs produce measurable, immediate, and short-term positive outcomes, can they be sustained for 1 year after program completion?

OJJDP encourages applicants to identify other research questions: (1) of interest to tribal communities collaborating in this evaluation effort and (2) related to the specific emphases and strategies of the promising/evidence-based program being evaluated.

Goals, Objectives, and Deliverables

Goals. The primary goal of this evaluation effort is to collaborate with tribal nations to advance the identification of evidence-based practices that have a positive impact on tribal youth, specifically related to preventing delinquency and victimization, assessing and delivering intervention services to at-risk tribal youth, and enhancing tribal juvenile justice systems. This goal is to be achieved through documentation of the process of program development and implementation and rigorous assessment of measurable outcomes. Furthermore, the evaluators' purposeful communication of meaningful interim feedback to inform the ongoing program implementation is key to this collaborative effort with tribal communities.

While OJJDP recognizes that each tribal nation has a unique history and characteristics, applicants may want to consider carefully how findings from one or more tribes might have relevance to other tribal nations. For certain evaluation objectives, it may be advantageous to focus on tribes that are similar in terms of certain key features such as size, organization, location, and juvenile justice system. For instance, applicants may want to focus on a subset of larger tribes, smaller tribes, remote locations, Alaska Native villages, or tribes in California, the Southwest, or the Great Plains.

Objectives/Major Tasks. Successful applicants for this solicitation should propose evaluation studies that include both process and outcome evaluation components and accomplish the following tasks:

- identify the tribal youth program model they propose to evaluate and describe the conceptual framework for that program model.

- document the cooperation of the tribal community, program developer, and implementing organization, as appropriate.

- provide a detailed synthesis of any prior evaluations conducted of the selected program or related programs and results of those evaluations (if available), indicate the limitations and weaknesses of prior evaluations and the reasons they did not provide sufficient evidence to determine effectiveness, particularly among tribal youth participants.

- work with the developer of the program model and tribal community to carry out a process evaluation of the program (documenting program implementation, assessing program fidelity, and recording lessons learned, etc.)

- conduct a rigorous outcome evaluation of the program to measure its effectiveness in preventing or reducing tribal youth's delinquency, victimization, and associated risk factors.

- establish collaborative, ongoing communications with tribal partners to advance identification of key research questions, to enhance data collection efforts, to provide interim evaluation feedback, and to inform interpretation of findings.

While OJJDP does not prescribe a specific design, applicants should address the following elements in their proposal:

- **Design.** Ideally, evaluators will use either an experimental or quasi-experimental evaluation design. However, OJJDP recognizes that in certain instances applicants may propose an alternative design approach, with complete justification for their selection. For this initiative, OJJDP seeks the most rigorous evaluation designs possible, given the program model requirements.

- **Sample Sizes.** Evaluators should strive to establish large enough sample sizes to detect statistically significant differences, particularly when making comparisons between groups. The applicant should plan on an adequate sample size that takes into account a realistic attrition rate and provides sufficient statistical power to detect program effects.

- **Measures.** Evaluators must use reliable and valid measures of delinquency and risk behavior that are culturally appropriate for tribal youth. As part of the proposal, applicants

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must fully describe the measures they plan to use and justify their selection. Evaluators must apply evaluation measures fairly, accurately, and consistently with regard to all study participants.

- **Measurement of Sustained Effects.** An important determinant of program effectiveness is whether the effects of the program extend beyond the time period of immediate program involvement. Applicants should track tribal youth for at least 1 year post-program completion to measure the sustained effects of the program.

Deliverables. Proposals should describe all products that the grantee will produce from the project. Successful applicants will submit relevant reports and deliverables to OJJDP. These will be a part of their progress reporting or special reports and include the following:

- practitioner friendly overview documents highlighting the project's goals and objectives, as OJJDP requires. (Refer to OJJDP News @ a Glance and JuvJust publications for examples of the type of documents requested, www.ojjdp.gov/enews/enews.html.)

- practitioner friendly interim reports highlighting the project's progress and interim findings, as OJJDP requires.

- a detailed progress report to OJJDP every 6 months describing the status of the evaluation, methodological and implementation issues, progress toward the project goals, and any other issues that are relevant to the study's completion.

- a final, detailed report documenting the evaluation and its findings. This publication should include an executive summary and be suitable for a non-technical audience, to be disseminated at OJJDP's discretion.

- a final, technical journal article highlighting key evaluation findings suitable for publication in a refereed journal.

If relevant, researchers should also plan for tribal partners to have an opportunity to review and comment on evaluation products prior to submission and/or dissemination. Publication and dissemination of all reports and related products is at the discretion of OJJDP.

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;

- integrating evidence into program, practice, and policy decisions within OJP and the field; and

- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention

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(including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov and OJJDP's Model Program Guide Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

OJJDP expects to make one or more awards of as much as $500,000 for a project period not to exceed 48 months. Applicants should specify the requested award amount (as much as $500,000) and the proposed project period. This amount is for the entire award period. OJJDP will make no additional awards to successful applicants in subsequent years.

Award recipients must use all funds under this program in direct support of research and evaluation expenses. Grantees cannot use funds to support training, program development, or the provision of services (i.e., program implementation). However, they may use funds to evaluate training, prevention, and intervention programs. Grantees may, for example, use Evaluation of Programs for Tribal Youth funds to evaluate a program that is being implemented with funds from another OJJDP solicitation (e.g., OJJDP's Tribal Youth Program or Tribal Juvenile Accountability Discretionary Grants Program).

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver. With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2013 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The OJJDP Administrator may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request that they adjust and resubmit their budgets.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the

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individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs. OJP encourages applicants to review the guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients who propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages. OJP may make exceptions to the general prohibition on using OJP funding for food and beverages but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas), the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages, or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement. This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award

recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located www.ojjdp-dctat.org . Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
To carry out evaluation studies that enhance knowledge and understanding of tribal youth delinquency prevention, intervention, and treatment, and build knowledge about evidence-based practices.	Percentage of evaluation-related deliverables (reports, etc.) completed on time.	The number of published research and development products and publications based upon grant-funded research or evaluation studies or training curricula development, during the reporting period. Agency records are preferred data source.	Number of deliverables to be submitted to OJJDP (as outlined in the program narrative). Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in the applicant's proposal). Deliverables will differ depending upon the specific project requirements.
	Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.		Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section What an Application Is Expected To Include on page 12 for additional information.

Human Subjects and Confidentiality Requirements

The following requirements must be met for all applications that propose to conduct research and include human subjects. Research is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F.R. § 46.102(d).

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DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as OJP requests.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

Applicants selected for an award will be required to submit all appropriate IRB and privacy documents prior to spending OJP funds for research-related activities.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Is Expected To Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should OJJDP decide to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

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Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, do not meet the eligibility requirements, do not request funding within the funding limit, or do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. **Information to Complete the Application for Federal Assistance (SF-424)**

   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable), when selecting "type of applicant."

2. **Abstract**

   Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be:

   - written for a general public audience.

   - submitted as a separate attachment with "Project Abstract" as part of its file name.

   - single spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

   As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

   The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The entire project budget will be dedicated to supporting the evaluation-related efforts.

   All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

   Permission to Share Project Abstract with the Public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

The project abstract template asks applicants to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **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 evaluation program. The program narrative should 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 should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives 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.

The following sections should be included as part of the program narrative.

a. **Statement of the Problem.** Applicants must clearly describe the research or evaluation questions they will address, documenting the cooperation of the tribal community, program developer, and implementing organization, as appropriate. They should discuss how previous research and evaluation efforts support and shape these questions and how the proposed evaluation will inform the development of evidence-based practices pertinent to tribal nations seeking to develop and implement effective juvenile justice and delinquency prevention programming for tribal youth. Applicants should identify the strengths and limitations of prior evaluations and specify the reasons previous evaluation efforts did or did not provide sufficient evidence to determine effectiveness. Applicants should be clear about how their evaluations will contribute to knowledge and practice regarding evidence-based practices for tribal youth. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

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b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed evaluation and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the overall goals of the proposed evaluation. The primary goal of this solicitation is the development of collaborative efforts between evaluators and tribal nations to identify evidence-based practices that have a positive impact on tribal youth, specifically, preventing delinquency and victimization, assessing and delivering intervention services to at-risk tribal youth, and enhancing tribal juvenile justice systems.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. Applicants must address both of the following primary objectives under this solicitation:

- working with the developer of the program model to carry out a process evaluation of the program (documenting program implementation, assessing program fidelity, and recording lessons learned, etc.).

- conducting a rigorous outcome evaluation of the program to measure its effectiveness in preventing or reducing tribal youth delinquency and associated risk factors.

Objectives should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives for research or evaluation programs might include the following: to collect survey data from a minimum of four sites including a minimum of 100 youth and 100 parent respondents at each site, to achieve a retention rate of a minimum of 85 percent across three waves of longitudinal data collection, to observe and rate program service delivery for each of the six service components of the demonstration project being evaluated.)

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 10) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

c. **Project Design and Implementation.** Applicants should describe the specific strategies that they will use to implement the proposed evaluation.

Design elements should follow directly from the evaluation project's goals and objectives, and the data to be collected should clearly support these ends. Applicants should describe the evaluation methodology in detail and demonstrate the validity and usefulness of the data that they will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed evaluation and address the feasibility of the proposed project and potential challenges.

Applicants should address the major activities of their proposed evaluation and how they will implement them. Components should include the following, as applicable:

- linkage, coordination, and cooperation with tribal communities, program partners and sites, and OJJDP, including discussion of how evaluators will provide interim evaluation feedback to collaborating partners to inform the implementation of the program model.

- methodology that clearly identifies the hypotheses to be tested and how the methodology will maximize the applicant's ability to test the hypotheses, with use of the most rigorous evaluation design possible for the program model and target population being assessed.

- the study's primary research/evaluation questions and how they address existing gaps in the literature and will inform future practice.

- recruitment and retention of evaluation subjects, including justification of the adequacy of the sample size to produce sufficient statistical power to detect program effects, anticipated challenges, such as attrition, and how the applicant will address them.

- description of quantitative and qualitative data collection and analysis methods and the tools to be used, addressing the applicant's expertise in these techniques under "Capabilities/ Competencies."

- discussion of the development/use of culturally appropriate tools that are both reliable and valid measures of key outcomes, such as delinquency and risk behaviors.

- inclusion of immediate, short-term and sustained (e.g., 1-year post treatment) assessment of outcomes.

- procedures for collecting, managing, storing, and transmitting data and identifying software and data verification procedures and procedures to remove identifying information from data prior to submission to OJJDP.

- logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques (see "Logic Model," below).

Successful applicants must provide OJJDP with evidence of receipt of IRB clearance prior to collecting data. IRB clearance is not required at application.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Logic Model. Applicants should 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

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www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 19.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, 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 www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude, particularly those that demonstrate the capacity to successfully engage in culturally sensitive, participatory research with tribal communities. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should also include a copy of the organizational chart showing how the organization operates, including who manages finances; how the applicant manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 3, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.

- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

- estimate of the percent of time that the partner will devote to the planning and operation of the project.

4. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

   Award recipients are to use all funds under this program in direct support of research and evaluation expenses. Grantees cannot use funds to support training, program development, or the provision of direct services (i.e., program implementation).

b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

   Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary or how the applicant could use technology and collaboration with outside organizations to reduce costs without compromising quality.

   The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. **Indirect Cost Rate Agreement (if applicable)**

   Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. **Tribal Authorizing Resolution**

   Tribes, tribal organizations, or third parties proposing to conduct evaluation activities or provide assistance which relates to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed evaluation project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing

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consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully executed legal documentation.

7. **Additional Attachments**

Applicants should 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 and/or Letters of Support/Memoranda of Understanding when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

a. **Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency.

- the solicitation name/project name.

- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov

HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., "[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.")

b. **Research and Evaluation Independence and Integrity.** If a proposal involves research and/or evaluation, regardless of the proposal's rating under the selection criteria, in order to receive funds, the applicant's proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by OJJDP grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse's work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity and the adequacy of the applicant's existing or proposed remedies to control any such factors.

   c. **logic model** (see Logic Model, page 16)

   d. **timeline or milestone chart** (see Timeline, page 17)

   e. **résumés** of all key personnel

   f. **job descriptions** outlining roles and responsibilities for all key positions

   g. **letters of support/memoranda of understanding** from partner organizations (see Letters of Support/Memoranda of Understanding, page 17)

   h. **evidence of nonprofit status**, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

   i. **evidence of for-profit status**, e.g., a copy of the articles of incorporation, if applicable.

8. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

   a. [Standard Assurances.](Standard Assurances)[*] Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

   b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.](link)[*] Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

   c. [Accounting System and Financial Capability Questionnaire.](link) Any applicant (other than an individual) that is a non-governmental entity and has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

[*] These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent)
2. Goals, Objectives and Performance Measures (10 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (20 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[1] (10 percent)

See What an Application Is Expected To Include, page 12, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for OJJDP's research award recommendations and decisions include, but are not limited to: (1) appropriateness and strength of research design, (2) planned dissemination of findings, and (3) potential impact on the field. OJJDP may also consider inclusion of underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the OJJDP Administrator, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. Award decisions will be made by September 30, 2013.

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[1] Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-Profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Policy and Guidance for Conference Approval, Planning, and Reporting

- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register with and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800**-**518**-**4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. 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. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: OJJDP encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for e-mail updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must register in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applicants that were previously registered in the CCR database must, at a minimum:

- create a SAM account.

- log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. An organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.731, titled "Tribal Youth Program," and the funding opportunity number is OJJDP-2013-3522.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Follow the directions in Grants.gov to submit an application consistent with this solicitation.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov permits the use of specific characters in names of attachment files. Valid file names may include only the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues that prevent them from submitting their application by the deadline must e-mail the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To help OJP improve its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. OJP does **not** send replies from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OJJDP FY 2013 Evaluation of Programs for Tribal Youth

This application checklist has been created to assist in developing an application.

Eligibility Requirements:

_____State or territory
_____Unit of local government, including federally recognized tribal government
_____Nonprofit or for-profit organization, including tribal nonprofit and for-profit organization
_____Institution of higher education, including tribal institution of higher education
_____The federal amount requested is within the allowable limit of $500,000.

What an Application Is Expected To Include:

_____Application for Federal Assistance (SF-424)   (see page 13)
_____Abstract (see page 13)

_____Program Narrative (see page 14)
    _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
    _____Statement of the Problem
    _____Goals, Objectives and Performance Measures
    _____Project Design and Implementation
    _____Capabilities/Competencies

_____Budget Detail Worksheet and Budget Narrative (see page 17)
_____Indirect Cost Rate Agreement (if applicable)   (see page 18)
_____Tribal Authorizing Resolution (if applicable)   (see page 18)

_____Additional Attachments (see page 19)
    _____disclosure of pending applications
    _____research and evaluation independence and integrity
    _____logic model
    _____timeline or milestone chart
    _____bibliographical references
    _____résumés of all key personnel
    _____job descriptions for all key positions
    _____letters of support/memoranda of understanding from partner organizations
    _____evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
    _____evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable

_____Other Standard Forms and Components, as applicable, including:
    _____Accounting System and Financial Capability Questionnaire (see page 21)
    _____DUNS number (see page 24)
    _____System for Award Management (SAM) (see page 24)
    _____AOR registration and confirmation (see page 25)
    _____Disclosure of Lobbying Activities (SF-LLL) (see page 25)