



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications to plan and implement a comprehensive tribal youth leadership development initiative. This program furthers the Department's mission by supporting and enhancing tribal youth engagement, coordination, and action related to juvenile justice, delinquency prevention, and public safety in Indian country.

OJJDP FY 2013 National Intertribal Youth Leadership Development Initiative

Eligibility

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 22.) All applications are due by 11:59 p.m. eastern time on May 21, 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-2013-3576

Release date:
Updated: May 9, 2013
Original: March 21, 2013

Contents

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Tribal Resolution or Other Form of Legal Enactment.....	3
Program-Specific Information	4
Performance Measures	9
Project Evaluations	10
Notice of Post-Award FFATA Reporting Requirement.....	11
What an Application Is Expected To Include	11
1. Information to Complete the Application for Federal Assistance (SF-424)	12
2. Abstract	12
3. Program Narrative	12
4. Budget Detail Worksheet and Budget Narrative.....	17
5. Indirect Cost Rate Agreement	18
6. Additional Attachments	18
7. Other Standard Forms	19
Selection Criteria.....	20
Review Process	20
Additional Requirements	21
How To Apply.....	22
Provide Feedback to OJP on This Solicitation.....	24
Application Checklist	25

OJJDP FY 2013 National Intertribal Youth Leadership Development Initiative (CFDA #16.731)

Overview

The award recipient will build on the successes of the past OJJDP National Intertribal Youth Leadership Summits and further expand the types of leadership development support that OJJDP offers to tribal youth. This initiative aims to enhance tribal efforts to increase youth engagement, coordination, and action related to juvenile justice, delinquency prevention, and public safety in Indian country. The recipient will employ multiple strategies, including national and regional learning events, to strengthen the ability of tribal youth to initiate, contribute to, and participate in culturally relevant efforts that reduce risk factors and enhance protective factors in youth, schools, communities, and families. 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 21, 2013. See How To Apply, page 22, for details.

Eligibility

Eligible applicants include federally recognized tribal governments, as determined by the Secretary of the Interior; tribal nonprofit and for-profit organizations; tribal colleges and universities; states (including territories); units of local government; non-tribal nonprofit and for-profit organizations; and non-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 co-applicants. The proposal must include clear information regarding roles and responsibilities of each of the co-applicants.

Tribal Resolution or Other Form of Legal Enactment

OJJDP will ask tribal applicants to submit documentation reflective of their legal authority to apply for grants on behalf of their tribes. Recognizing that tribes have different forms of governance, OJJDP will not prescribe a required form of documentation. Applicants may submit a resolution, letter, affidavit, or other legal form of enactment, as appropriate for that tribe, certifying that they have the legal authority to apply for awards on behalf of the tribe. This documentation must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application's due date.

Regarding a tribal consortium application, applicants must submit documentation of authority as described above from each tribal consortium member unless existing consortium bylaws or other tribal governance documents allow action without explicit authorization from the member tribes in the consortium. In that case, the tribal consortium must submit a resolution, letter, affidavit, or other documentation, as appropriate for the tribes served, that certifies that the tribal consortium has the legal authority to apply for grants under this solicitation on behalf of the consortium. This documentation must be current, must be sufficient to demonstrate authority for the application, must contain authorized signature(s), and must be submitted by the application's due date. In addition, applicants must include a copy of the bylaws or other governance documents that allow the tribal consortium's action without support from all consortium members with this documentation.

Program-Specific Information

The National Intertribal Youth Summit (NIYS) initiative was developed in 2009 to promote long-term improvement in public safety in tribal communities. The Office of Justice Programs (OJP) developed the summit in response to requests from tribal leaders for the development of culturally appropriate programs for tribal youth and families. OJP has conducted the NIYS on a yearly basis since 2009 and has brought tribal youth together to develop their leadership skills and engage them in interactive discussions with tribal elders, leaders and mentors, federal government representatives, youth advocates, and experts on cultural values and community-based solutions to critical public safety issues facing tribal youth.

The 2013 solicitation marks OJJDP's commitment to expanding the initiative to include regional and national youth gatherings with ongoing complementary supports, opportunities, and services to develop leadership skills among yearly cohorts of tribal youth. OJJDP seeks to establish a cooperative agreement with an organization with the expertise to develop and provide culturally relevant youth leadership development and engagement training, support, resources, information, and other technical assistance to tribal youth and youth-serving programs.

The successful applicant will work closely with OJJDP throughout the award period on substantive issues and deliverables and will collaborate with OJJDP's related training and technical assistance efforts and providers. OJJDP will expect the successful applicant to build on the accomplishments and activities of the past NIYS events.

Purpose

Expanding on the success of previous NIYS events, this initiative will provide additional services, opportunities, and supports to yearly cohorts of tribal youth to help them develop the leadership skills to craft innovative, culturally affirming solutions to the critical juvenile justice, delinquency prevention, and public safety needs in Indian country.

Over the next 4 years, the National Intertribal Youth Leadership Development Initiative will develop regional and national gatherings that will allow tribal youth to learn and practice leadership skills as part of an asset-based approach to youth development. In addition, the initiative will support both youth and adult leaders as they initiate, contribute to, and participate in culturally relevant efforts to reduce risk factors and enhance protective factors in youth, schools, communities, and families. The initiative will assist tribal youth-serving programs in

assessing and strengthening their capacity to engage youth as valuable partners and nurturing youth-adult partnerships that result in positive social action.

Goals, Objectives, and Deliverables

Goal. The goal of this initiative is to engage youth and youth-serving programs in efforts to reduce risk factors and enhance protective factors in youth, schools, communities, and families. To accomplish this goal, the initiative will create a series of national and regional Intertribal Youth Leadership Development gatherings and a range of related culturally affirming youth leadership development opportunities for Native American and Alaska Native youth and tribal youth-serving programs.

Program Objectives. The objectives are to successfully coordinate and implement a National Intertribal Youth Leadership Development Initiative with OJJDP oversight. This includes, but is not limited to:

- develop and implement two national and a minimum of eight regional gatherings that focus on culturally relevant tribal youth leadership development. This includes development of agendas, speaker coordination, and all event logistics (i.e., site location and contract negotiations, registration, travel, and onsite conference and technology logistics).
- develop and implement ongoing followup activities to support youth and adult participants in implementing plans for positive social action.
- develop and implement an overall communications plan to disseminate program achievements, educate tribal and other decision-makers about the contributions of youth leaders, and examine lessons that the initiative has learned.
- collaborate with existing OJJDP tribal training and technical assistance providers to leverage the widest range of leadership opportunities for program participants.
- assist programs in the development of additional leadership opportunities for program participants.
- establish partnerships and work in conjunction with existing tribal youth development efforts to leverage and expand the most effective culturally appropriate leadership opportunities for program participants
- develop and implement an outreach plan that supports tribal youth and program staff in the application and selection process for leadership opportunities, facilitates ongoing communication to assist participants in making the best use of resources available through the initiative, and incorporates ongoing feedback into program delivery.
- coordinate ongoing focus groups consisting of tribal youth and adults and experts in tribal youth development to assist in guiding and implementing relevant program content, including expanding youth general knowledge of state criminal and juvenile justice systems.
- ensure the overall initiative will focus on decreasing risk factors and increasing protective factors for tribal youth. This includes an emphasis on integrating cultural practices and knowledge to strengthen or reconnect American Indian and Alaska Native youth to their

cultural traditions and increase their awareness of the criminal and civil laws that apply to tribal jurisdictions.

- develop and implement a participatory evaluation model to gather critical ongoing feedback from program participants and tribal youth programs for continuous program improvement.

Deliverables. The successful applicant must develop an overall program design that will allow for the successful completion of the following deliverables during the proposed project period. The program narrative and required timeline should reflect how the applicant proposes to accomplish activities leading to the following deliverables during the proposed project period. Subsequent deliverables may be developed according to need. In this program, the grantee will develop and implement the following in collaboration with OJJDP:

- a 4-year tribal youth leadership development initiative workplan to include key deliverables, activities, dates, and responsible parties that OJJDP will review and approve.
- host two national and a minimum of eight regional gatherings in the span of 4 years. Tasks related to this deliverable include:
 - identify and invite all speakers.
 - develop a youth-driven culturally appropriate agenda.
 - develop an outreach plan.
 - develop an application and registration process.
 - provide travel and logistical information for attendees.
 - develop all event-related handouts and materials.
 - manage all event logistics.
 - submit conference cost approval proposals for all proposed events. NOTE: Event planning as a part of this cooperative agreement must follow all guidance set forth in the OJP Policy and Guidance for Conference for Approval, Planning and Reporting. (See Minimization of Conference Costs section on page 8)
- conduct ongoing followup activities to support participants with their proposed action plans, including individually tailored training and technical assistance.
- develop invitation, selection, and engagement materials for initiative's focus group members.
- develop a communications plan that includes media coordination and press releases. All electronic and information technology materials developed under this award must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.access-board.gov/508.htm>.
- develop evaluation plan materials and results.

- submit a detailed semi-annual progress report on the status of the initiative that will include a quantitative performance measures report and a narrative describing the progress toward approved goals and objectives, implementation issues, and other information relevant to the success of the initiative.
- submit a final, detailed report documenting gatherings held each year and their findings. This publication should include an executive summary and be suitable for a non-technical audience, to be disseminated at OJJDP's discretion.

Evidence-based Programs or Practices

OJP places a strong emphasis on 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.
- 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 (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.

Little causal evidence exists based on one or more outcome evaluations that validate the effectiveness of programs specifically for tribal youth. Therefore, for the purposes of this solicitation, OJJDP encourages applicants to incorporate evidence-based or promising practices with cultural modifications and culturally competent and validated programs that can articulate the intersection between indigenous knowledge and/or practice-based evidence and what is defined in the above paragraph as evidence-based practices or programs.

Amount and Length of Awards

OJJDP expects to make one cooperative agreement of as much as \$850,000 for a period of 48 months. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.

- reviewing and approving major project-generated documents and materials used in the provision of project services.
- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

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 2012 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 non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP 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 them to 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 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. Applicants of this solicitation must 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 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 at all).

Prior review and approval of conference costs can take time and may require multiple revisions of required forms (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. The successful applicant for this award will build in the appropriate timeframes necessary to complete the process and will ensure adequate expertise and staff time is available and devoted to successfully completing the multiple requirements of the conference approval process.

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 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 develop and implement a total of two national and at least eight regional gatherings.	Number of program materials developed.	This measure represents the substantive materials and deliverables related to the national and regional gatherings.	Number of program materials developed..
	Number of events held.	This measure represents the number of planning or training activities held during reporting period. This includes advisory committee meetings,	Number of planning or training events held..

		trainings, etc.	
	Percentage of training participants who rated the training as satisfactory or better.		Number of participants trained. Number of participants who rated the training as satisfactory or better (determined by a survey instrument).
	Percentage of deliverables completed on time.		Deliverables will differ depending upon the specific program requirements. Number of deliverables completed. Number of deliverables completed on time.

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 11 for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute research, which 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)). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. 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 requested by OJP.

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).

OJP has developed a decision tree (www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

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.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, that do not meet the eligibility

requirements, that do not request funding within the funding limit, or that 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 abstract that summarizes the proposed project in 400 words or less. 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 include a brief description of 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 abstract should indicate whether any portion of the project budget will be used to conduct research, as described in the Project Evaluations section on page 10. All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

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 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 should briefly describe the overall unmet needs for positive youth leadership development among tribal youth and the nature and scope of the juvenile justice and delinquency prevention needs in Indian country that this initiative seeks to address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. 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.

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program 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 program's intent to develop a youth leadership program for tribal youth noted in the previous section and outline the project's goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. OJJDP will assess the extent to which applicants demonstrate an understanding of and ability to respond to the following objectives:

- develop and implement two national and a minimum of eight regional gatherings that focus on culturally relevant tribal youth leadership development. This includes development of agendas, speaker coordination, and all event logistics (i.e., site location and contract negotiations, registration, travel, and onsite conference and technology logistics).
- follow up on support for youth and adult participants as they implement plans for positive social action.

- develop and implement an overall communications plan to disseminate program achievements, educate tribal and other decisionmakers about the contributions of youth leaders, and examine lessons that the initiative has learned.
- collaborate with existing OJJDP tribal training and technical assistance providers to leverage the widest range of leadership opportunities for program participants.
- assist programs in the development of additional leadership opportunities for program participants.
- establish partnerships with existing tribal youth development efforts to leverage and expand the most effective culturally appropriate leadership opportunities for program participants.
- develop and implement an outreach plan that supports tribal youth and program staff in the application and selection process for leadership opportunities, facilitates ongoing communication to assist participants in making the best use of available resources, and incorporates ongoing feedback into program delivery.
- assist in guiding and implementing relevant program content through coordinated focus groups of tribal youth and adults and experts in tribal youth development.
- ensure the overall initiative will focus on decreasing risk factors and increasing protective factors for tribal youth. This includes emphasizing the integration of cultural practices and knowledge to strengthen or reconnect American Indian and Alaska Native youth to their cultural traditions, and increase awareness of the criminal and civil laws which apply to tribal jurisdictions.
- develop and implement a participatory evaluation model to gather critical feedback from program participants and tribal youth programs for program improvement.

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 9) 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, along with data identified by the applicant as critical to the initiative's success, should they receive funding.

c. Project Design and Implementation. Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 4.

This includes:

- a 4-year tribal youth leadership development initiative workplan to include key deliverables, activities, dates, and responsible parties that OJJDP will review and approve.

- hosting two national and a minimum of eight regional gatherings over 4 years. Tasks related to this deliverable include:
 - identify and invite all speakers.
 - develop a youth-driven culturally appropriate agenda.
 - develop an outreach plan.
 - develop an application and registration process.
 - provide travel and logistical information for attendees.
 - develop all event related handouts and materials.
 - manage all event logistics.
 - submit conference cost approval proposals for all proposed events. Note: Event planning as a part of this cooperative agreement must follow all guidance set forth in the OJP Policy and Guidance for Conference for Approval, Planning and Reporting. (See Minimization of Conference Costs section on page 8.)
- ongoing followup activities to support summit participants with their proposed action plans, including individually tailored training and technical assistance.
- materials related to invitation, selection, and engagement of the initiative's focus group members.
- a communications plan, including media coordination and press releases. All electronic and information technology materials developed under this award must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.access-board.gov/508.htm>.
- evaluation plan materials and results.
- a detailed semi-annual progress report on the status of the initiative that includes a quantitative performance measures report and a narrative describing the progress toward approved goals and objectives, implementation issues encountered, and other information relevant to the success of the initiative.
- a final, detailed report documenting gatherings held each year and the findings. This publication should include an executive summary and be suitable for a non-technical audience, to be disseminated at OJJDP's discretion.

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 www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 18.

Timeline. Applicants should submit a draft 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 18. 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.** Applicants should detail in this section the capabilities and competencies that will be required for the successful development and implementation of this initiative. Specifically, the applicant or partnering organizations must possess prior experience and expertise in working with tribal youth and must be cognizant of the complex interrelationships between tribes and local, state, and federal governments. In addition, applicants should describe in detail their prior accomplishments with managing logistical considerations of bringing large groups of youth together for an extended period of time. Successful applicants will possess knowledge of cultural practices, leadership development, and youth engagement strategies and will demonstrate the capacity to draw on the requisite resources and tribal expertise to ensure successful outcomes.

This section should also describe the experience and capability 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. When applicable, 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 articulated and must be 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, explaining how this initiative fits into the overall mission of the organization. Applicants should include a copy of the organizational chart showing how their organization operates, including who manages the finances; how the applicant manages subawards, if there are any; and detailing the management of the project.

Finally, all applicants must document their experience and capabilities to implement projects and the competencies of the staff assigned to projects for federally recognized Indian tribes. This includes:

- demonstrated knowledge of the federal government trust and legal relationship with federally recognized Indian tribes (tribal governments).
- experience and administrative/financial knowledge of how tribal grants are managed at the federal and local tribal level (for example, P.L. 93-638 Self-Governance

Compacts, contracts, formula grants, discretionary competitive grants, contract support costs, indirect costs, physical assets).

- key staff who will manage and implement key aspects of this project and who have actual experience and knowledge of local tribal communities, how they are structured, and how they function compared to non-tribal communities.
- experience in developing and delivering training relevant to federally recognized Indian tribes, as described in the eligibility section of this solicitation.

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. Budgets should include all expenses, including adequate personnel, to accomplish the goals and objectives outlined in the proposal.
- 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. 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 federal assistance that include requests for funding to support the same project being proposed under this solicitation and that 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 subaward 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. **logic model** (see Logic Model, page 16)
- c. **timeline or milestone chart** (see Timeline, page 16)
- d. **résumés** of all key personnel
- e. **job descriptions** outlining roles and responsibilities for all key positions
- f. **letters of support/memoranda of understanding** from partner organizations (see Letters of Support/Memoranda of Understanding, page 17)
- g. **evidence of nonprofit status**, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable
- h. **evidence of for-profit status**, e.g., a copy of the articles of incorporation, if applicable.

7. 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](#).^{*} 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](#).^{*} Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

- c. [Accounting System and Financial Capability Questionnaire](#). 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 5 percent of the entire score in the application review process.

1. Abstract (5 percent)
2. Statement of the Problem (5 percent)
3. Goals, Objectives and Performance Measures (10 percent)
4. Project Design and Implementation (40 percent)
5. Capabilities and Competencies (35 percent)
6. 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 (5 percent)

See What an Application Is Expected To Include, page 11, 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 award recommendations and decisions may include, but are not limited to, 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

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.

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.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

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-2013-3576.
- 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. Feedback may be provided 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 National Intertribal Youth Leadership Development Initiative

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

Eligibility Requirement:

- 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 \$850,000.

What an Application is Expected to Include:

- Application for Federal Assistance (SF-424) (see page 12)
- Abstract (see page 12)

- Program Narrative (see page 12)
 - 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 Resolution (if applicable) (see page 3)

- Additional Attachments (see page 18)
 - disclosure of pending applications
 - logic model
 - timeline or milestone chart
 - 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 20)
 - DUNS number (see page 22)
 - System for Award Management (SAM) (see page 22)
 - AOR registration and confirmation (see page 23)
 - Disclosure of Lobbying Activities (SF-LLL) (see page 23)