



FY 2003

Tribal Youth Program

Program Announcement

Due Date: May 15, 2003

Office of Juvenile Justice and Delinquency Prevention

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Overview

What is TYP?

The Office of Justice Programs' (OJP's) Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) Tribal Youth Program (TYP) supports and enhances tribal efforts to prevent and control delinquency and improve the juvenile justice system for American Indian/Alaska Native (AI/AN) youth.

How Do I Apply?

It is required that you submit your application for funding through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding. To learn how to begin the online application process, please see the Quick-Start Guide on page iii of this Program Announcement. A toll-free telephone number (1-888-549-9901) has been established for you to receive technical assistance as you work through the online application process. If you do not have access to the Internet and still wish to apply, please contact Laura Ansera, Tribal Youth Program Manager, at 202-307-5924.

Who is Eligible?

Applications are invited from federally recognized tribes and from corporations that represent Alaska Native villages. **Note: Before the applicant receives a cooperative agreement, the applicant will be required to submit a copy of a signed tribal resolution to OJJDP. Applicants failing to submit the required tribal resolution will not be funded.**

Tribal consortiums also are encouraged to apply, when appropriate. If two or more tribes apply as a partnership, one tribe must be clearly identified as the "primary agency" and applicants must identify a total service population in the Project Abstract section of their application. Before receiving a cooperative agreement, the consortium applicant will have to submit a tribal resolution for each of the tribes in the partnership. Consortium applicants failing to submit the required tribal resolutions will not be funded.

Tribes that received funding in fiscal year 1999 and fiscal year 2000 are eligible to apply. However, each grantee must be in the final year of their budget to be eligible for funding. Tribes that received funding in fiscal year 2001 and fiscal year 2002 are not eligible to apply.

What Else Do I Need To Know?

Applicants selected for awards will be funded for a 3-year budget and project period. Cooperative agreements will range from \$300,000 to \$500,000 for a 3-year period. Funding amounts are based on population data from the U.S. Census 2000 (see table on page 2).

Important Dates

- Eligible applicants must initiate their online applications by **April 30, 2003**.
- Eligible applicants must complete and submit their online applications by **May 15, 2003**.

Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. **Note:** If you do not have access to the Internet, please check with your tribal office, public library, schools, universities, or the Boys and Girls Club. If after exhausting your resources, you do not have access to the Internet and still wish to apply, please contact Laura Ansera, Tribal Youth Program Manager, at 202-307-5924.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the on-screen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the Tribal Youth Program solicitation, and begin working on it. Applicants will receive e-mail confirmation from OJJDP that they are eligible to submit an application. Confirmation may take 1 to 7 days.

Plan ahead: All applicants must submit their user information by 5 p.m. Eastern Standard Time **April 30, 2003** so that it can be approved. Applicants can register at any time and are encouraged to do so as soon as possible.

Please note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in the applicant's organization (e.g., Tribal Governor, Tribal President, Tribal Chairman). If the individual applying online is not the signing authority, that individual *must* list the authorizing official's name and contact information where appropriate.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Checklist on page iv and the Application Requirements on page 5 for detailed instructions about the information to include in each of these attachments.) ***Please note that applicants must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as part of the application.*** All sections of each attachment must be completed for the application to be considered for funding.

Submit your completed application online by 5 p.m. Eastern Standard Time May 15, 2003. The GMS system will provide notification that the application has been received and sent to OJJDP, as well as an application identification number for future reference.

Applicants who have any questions about GMS or need technical assistance with applying online, should contact the GMS Hotline at 1-888-549-9901.

Application Checklist Tribal Youth Program

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS). Applicants must register on GMS by April 30, 2003. Completed applications must be submitted by 5p.m. Eastern Standard Time May 15, 2003.

Tribal Youth Program applications must include:

Online Forms

_____ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the on-screen Overview, Applicant Information, and Project Information sections in GMS. **Notes:** The project period is October 1, 2003, to September 31, 2006. The Catalog of Federal Domestic Assistance number is 16.731.

_____ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments

_____ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must include Budget Worksheets and Budget Narratives for each year of the 3-year project period. For example, a \$300,000 award will be allocated at approximately \$100,000 per year. (See appendix A for sample budget).

_____ **Program Narrative (Attachment #2).** The Program Narrative must conform to the formatting requirements specified on page 10 and must include the following sections:

- ___ Project Abstract.
- ___ Problem(s) To Be Addressed.
- ___ Goals and Objectives.
- ___ Project Design.
- ___ Management and Organizational Capability.

_____ **Other Program Attachment (Attachment #3).** The Other Program Attachment must include the following materials in one (1) file:

- ___ Resumes of key personnel and/or position descriptions.
- ___ Timeline (see appendix B for a sample timeline).
- ___ Information regarding Coordination of Federal Efforts

Please refer to corresponding sections in this announcement to determine the specific contents of each attachment.

Tribal Youth Program

Purpose

The purpose of the Office of Justice Programs' (OJP's) Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) Tribal Youth Program (TYP) is to support and enhance tribal efforts to prevent and control delinquency and improve the juvenile justice system for American Indian/Alaska Native (AI/AN) youth.

Authority

The Consolidated Appropriations Act of 2003, Public Law 108-7 (February 20, 2003) appropriated \$12.47 million to OJJDP to support and enhance tribal efforts to prevent and control delinquency and improve the juvenile justice system for AI/AN youth. Of the \$12.47 million appropriated for TYP, OJJDP will allocate \$1.25 million to support program-related research, evaluation, and statistics; \$250,000 to provide training and technical assistance to tribal programs; \$8 million for discretionary grants; \$1 million to fund discretionary programs to support the TYP Mental Health Initiative (available as a separate solicitation to be published in Spring 2003), with remaining funds going to enhance other tribal efforts and program support.

Background

TYP is part of the Indian Country Law Enforcement Initiative, a joint initiative of the U.S. Departments of Justice and the Interior to improve law enforcement and the administration of criminal and juvenile justice in Indian country. Many of the 1.9 million American Indians living on or near Indian lands lack sufficient law enforcement services. Indian communities face chronic underfunding for their justice systems, lack access to meaningful training for law enforcement and justice personnel, and lack comprehensive programs that focus on preventing juvenile delinquency, providing intervention services, and imposing appropriate sanctions.

While violent crime arrest rates have declined throughout the United States, they continue to rise in Indian country. According to the Bureau of Justice Statistics' Special Report *Violent Victimization and Race, 1993-98* (Rennison, 2001), American Indians experience violent crime at a rate twice that of the general population. Of particular concern to tribes and the federal government, especially OJJDP, is the increasing number of violent crimes committed by and against juveniles in Indian country. Thus, the Indian Country Law Enforcement Initiative and OJJDP seek to address these problems by enhancing Indian country law enforcement and improving the quality of life in tribal communities. Since fiscal year (FY) 1999, OJJDP has awarded 145 grants to tribes throughout the nation to develop and implement culturally sensitive delinquency prevention programs, alcohol and substance abuse prevention programs, interventions for court-involved youth, and improvements to the juvenile justice system. Additionally, OJJDP has awarded mental health grants to 16 tribes. Beginning in FY 2003, OJJDP will be awarding cooperative agreements to tribal governments or organizations representing tribes.

Goal

TYP funding is provided to help tribes improve the quality of life in AI/AN communities by addressing the problem of crimes committed by and against AI/AN youth.

Eligibility Requirements

Applications are invited from federally recognized tribes and from corporations that represent Alaska Native villages. Tribal consortiums also are encouraged to apply, when appropriate. If two or more tribes are applying as a partnership, one tribe must be clearly identified as the “primary agency” for purposes of correspondence, awards, and management. When applying as a partnership, applicants must identify a total service population in the Project Abstract section of the application. Although tribes may contract for services with other organizations, only tribal governments or tribal organizations are eligible to receive a cooperative agreement award.

Tribes that received funding in FY 1999 and FY 2000 are eligible to apply. However, each grantee must be in the final year of their budget to be eligible for funding. Tribes that received funding in FY 2001 and FY 2002 are not eligible to apply.

Tribal Resolution and Memorandum of Understanding

Before an applicant receives a cooperative agreement award, the applicant will be required to submit a signed copy of the tribal resolution to OJJDP upon request. The application will not be awarded if a signed tribal resolution is not submitted upon request.

If applying as a partnership, the applicant will be required to submit a signed memorandum of understanding (MOU) that includes an outline of each partner’s roles and responsibilities. Before an applicant receives a cooperative agreement award, the applicant will be required to submit a signed MOU upon request. Failure to submit the document upon request will eliminate the applicant from consideration.

Program Requirements

The \$8 million available will be awarded through a competitive process. The funding ranges (based on the size of the tribal population) are as follows:

Total Indian Service Population On or Near Reservation	Funding Range (for 3-Year Cooperative Agreement Period)
10,000 or fewer residents	Up to \$300,000 total funding for 3-year period
10,001 or more residents	Up to \$500,000 total funding for 3-year period

Note: OJJDP bases the amount of funding available to grantees under the Tribal Youth Program on the population data from the U.S. Census 2000. The data in the “American Indian and Alaska Native tribe alone or in any combination” column will be used. For more information, go to <http://www.census.gov/population/www/cen2000/phc-t18.html>.

Program Categories

Those applying for funding must identify at least one and no more than two of the following categories in the Project Abstract (see page 7) as the focus of their application for funding:

Provide prevention services to impact risk factors for delinquency. Prevention services include risk factor identification, antigang education, youth gun violence reduction programs, truancy prevention programs, school dropout prevention programs, afterschool programs, mentoring programs, and parenting education programs.

Provide interventions for court-involved tribal youth. Intervention services include graduated sanctions, restitution, diversion, home detention, foster and shelter care, and mentoring programming.

Improve tribal juvenile justice systems. Juvenile justice improvements include the development, implementation, and enhancement of indigenous justice strategies, tribal juvenile codes, tribal youth courts, intake assessments, advocacy programs, gender-specific programming, juvenile probation services, and reentry programs.

Provide alcohol and drug abuse prevention programs. Alcohol and drug abuse prevention programs include drug and/or alcohol education, drug testing, and screening.

In addition, applicants must identify how they plan on collecting data on the performance measure (see below).

Performance Measure

To ensure compliance with the Government Performance and Results Act (GPRA), Pub. L. 103–62, this solicitation notifies applicants that they are required to collect and report on data that measure the results of the programs implemented by this grant. To ensure the accountability of these data (for which the Office of Justice Programs [OJP] is responsible) the following performance measure is provided: **“number of tribal youth programs implemented.”** To assist in determining program performance, award recipients will be required to collect and report the following performance data:

Number of tribal youth served by delinquency prevention programs, intervention programs, tribal juvenile justice systems, and alcohol and drug prevention programs.

Type(s) of service(s) available (e.g., counseling).

Number of times services were provided.

Reporting Requirements

Recipients of TYP cooperative agreements will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports that describe program implementation. In addition, cooperative agreement recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit a single organizationwide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Training and Technical Assistance

Recipients of TYP cooperative agreements will receive training and technical assistance (T/TA) to facilitate program planning, program enhancement, evaluation, and implementation of TYP. Further information on T/TA will be provided to grantees after awards have been made.

Application Procedures

The Office of Justice Programs requires that applications be submitted through the online OJP Grants Management System (GMS). Access through the Internet to this online application system will streamline the processing of requests for funding.

Applicants should use the following application guidelines to assist them in preparing their application for this program. Applications must be submitted to OJP electronically through GMS no later than 5 p.m., Eastern Standard Time on May 15, 2003. However, in order to allow adequate time to register on the online system, applicants must register by creating a “user profile” before April 30, 2003. Applicants who have previously registered with GMS and have a GMS password should log on to GMS prior to April 30, 2003, to determine if the password is still valid. If the password has expired, follow the on-screen instructions or call the GMS Hotline (1-888-549-9901). OJJDP will begin accepting applications immediately.

To learn how to begin the online application process, please see the Quick-Start Guide on page iii. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

Application Peer Review/Selection Criteria

Tribes are encouraged to design culturally based programs and incorporate traditional practices, when appropriate. The roles of children, parents, and elders in individual tribal communities should be considered in the program design. Applicants should describe proposed activities and explain them in the context of the juvenile delinquency prevention, intervention, and system improvement activities. OJJDP encourages applicants to involve tribal youth in the planning and implementation of program activities. Because each tribe is unique, OJJDP recognizes that applications will vary based on the approach, needs, and regional perspective of each applicant.

OJJDP is committed to the competitive process for awarding grants. Applications that meet all eligibility requirements will be evaluated and rated by a peer review panel according to the selection criteria described under Application Requirements (see below). Careful consideration will be given to the clarity and cohesion of the proposal. Further, it is suggested that applications be organized and presented in a way that enables reviewers to evaluate the proposal in terms of the selection criteria. Applications are rated on a 100-point scale. Point values for individual elements of the application are presented with the description of that element. **Note:** Elements that are not given point values are still required, and applications must include all the required elements to be eligible to participate in the peer review process.

Detailed information about OJJDP’s peer review process can be found under “Grants & Funding” on the OJJDP Web site (ojjdp.ncjrs.org).

Application Requirements

Applicants must submit the following information online through GMS:

Application for Federal Assistance (SF-424). This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.

Assurances and Certifications. The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Budget Detail Worksheet (Attachment #1). The Budget Detail Worksheet—including budget worksheets and detailed budget narratives for each year in the 3-year project period—accounts for 15 of the possible 100 points allotted by the peer reviewers.

Program Announcement (Attachment #2). The Program Announcement—including Project Abstract, Problem(s) To Be Addressed, Goals and Objectives, Project Design, and Management and Organizational Capability—accounts for 85 out of the possible 100 points allotted by the peer reviewers. Point values for specific sections of the Program Announcement are as follows: Problems To Be Addressed (15 points), Goals and Objectives (20 points), Project Design (30 points), and Management and Organizational Capability (20 points). Although not assigned a point value, the Project Abstract is required. See format requirements on page 10.

Other Program Attachment (Attachment #3). The Other Program Attachment—including resumes of key personnel and project timeline—will not be included in the peer reviewers' scoring of the application. However, these materials are *required* and *must* be attached in one (1) file to your GMS application.

Detailed instructions and descriptions of each of the required elements are provided below. An Application Checklist has been provided for your convenience (see page iv). Note: Applications that do not include all the required elements will not be considered for funding.

Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that are to be completed in the Overview, Applicant Information, and Project Information sections of OJP's Grants Management System. **Notes:** The project period is October 1, 2003, to September 31, 2006. The Catalog of Federal Domestic Assistance (CFDA) number for this program is 16.731.

Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

Assurances. Applicants must comply with Assurances in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with

these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement. Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

Budget Detail Worksheet (Attachment #1) (15 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken during the 3-year budget period. A detailed budget narrative must also be included.

Applicants must submit budget worksheets and budget narratives for each of the 3 years and a comprehensive 3-year budget summary *in one file*. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

Budget Worksheet. The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

Budget Narrative. The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased and their relevance to the delinquency prevention or delinquency control goals of the program, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A Sample Budget Detail Worksheet that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available in appendix A.

Budget Requirements

All project expenditures must be reasonable and support the objectives of the Tribal Youth Program. The grantee will be required to explain how funded activities address at least one and no more than two of the following categories: (1) provide prevention services to impact risk factors for delinquency, (2) provide interventions for court-involved tribal youth, (3) improve the tribal juvenile justice system, and (4) provide alcohol and drug abuse prevention programs (for more information, see page 2).

The applicant must provide a detailed budget worksheet that includes a budget narrative, including the basis for the computation of all costs, for each year of the 3-year project period. For example, if an applicant is requesting \$300,000 in funding, approximately \$100,000 should be allocated for each of the 3 years.

Budgets should include travel costs for up to two persons to attend a one-time, OJJDP-sponsored national orientation meeting on TYP in year one. This meeting will be located in Washington, DC.

Budgets should include travel costs for up to two persons to attend three (one per year) OJJDP-sponsored TYP regional cluster meetings (locations to be determined).

Budgets must also include the purchase of one computer system with Internet access and e-mail capability to be designated to TYP, if one is not already available. Applicants must indicate whether or not they have access to a computer with Internet access and e-mail capability.

If the applicant has identified an indirect cost as part of the budget, OJJDP will require the official indirect cost agreement to be submitted before awarding the cooperative agreement. Applicants failing to submit the required indirect cost agreement will not be funded.

Construction Costs

Construction costs are prohibited under this cooperative agreement. However, construction costs incurred as an incidental and a necessary part of a program and limited to renovations, remodeling, maintenance, and repairs that do not constitute capital expenditures will be considered on a case-by-case basis. Such costs may not exceed 10 percent of the project's total costs.

Match

This funding opportunity does not have a match requirement.

Program Narrative (Attachment #2) (Total: 85 points)

In developing the Program Narrative section of the application, applicants must provide a comprehensive proposal describing how they plan to achieve the goals and objectives of the Tribal Youth Program as outlined in this program announcement.

Project Abstract

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

The category under which the applicant is applying (see Program Categories on page 2).

Tribal population. OJJDP bases the amount of funding available to grantees under the Tribal Youth Program on the population data of the U.S. Census 2000, which can be found online at: <http://www.census.gov/population/www/cen2000/phc-t18.html>. The data in the "American Indian and Alaska Native tribe alone or in any combination" column will be used.

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- , Number of juveniles (ages 17 and younger) to be served by the project.
 - , Age(s) of juveniles served by the project.
 - , Location of the project (reservation/city/county/state).
 - , Type of setting (e.g., reservation, rural, or urban).
 - , Statement of support by the Tribal Government indicating whether or not a tribal resolution supporting this application has been passed. If a tribal resolution has not been passed, indicate the date such approval will be forthcoming. **Note:** OJJDP will be requesting a signed tribal resolution before an applicant receives an award. Funds will not be awarded if a signed resolution is not submitted upon request.
 - , Type of project (e.g., prevention, afterschool, school-based, court-involved youth, year-round, mental health, substance abuse). A brief narrative must describe how the planned activities will address up to two categories (see Program Categories on page 2).

Problem(s) To Be Addressed (15 points)

The applicant must provide a discussion of the types and the number of incidents of juvenile delinquency in the geographic area to be served by the proposed project.

The discussion must include:

- , A clear statement describing the problem(s) to be addressed by the proposed project. (Include any relevant information that will support your description of the problem, such as truancy and dropout rates, delinquency rates, poverty and education levels, etc.)
- , The specific age range to be targeted by the proposed project.
- , The number of juveniles to be served by the proposed project.
- , A description of the geographic area (i.e., reservation, pueblo, rancheria, village, etc.) to be served by the proposed project.

Goals and Objectives (20 points)

The goal (i.e., the statement of what the applicant wishes to achieve) and objectives (i.e., the steps the applicant will take toward meeting the goal) of the proposed project must be clearly defined, and the outcomes (i.e., results) must be measurable. There are two kinds of objectives: performance objectives and outcome objectives. Both are necessary for a good program design. Both must be measurable and must have specific deadlines for completion. The following are brief definitions and examples of performance and outcome measures:

- , *Performance Objectives* define the essential parts of the implementation process. For example, “hire TYP Coordinator to expand afterschool activities for 50 at-risk youth from July 1, 2003, to July 1, 2004.”

Outcome Objectives define the results to be achieved. They describe the change(s) demonstrated by participant groups. For example, “to reduce juvenile arrests rates by 10 percent from July 1, 2003, to June 30, 2006.”

Applicants must include both performance and outcome objectives for their project.

Project Design (30 points)

This section of the program narrative should outline a project design that is sound and contains activities directly linked to the achievement of the project’s objectives. The activities being proposed must be explained in the context of juvenile delinquency prevention, intervention, and/or systems improvement. Applicants should describe how they will identify the AI/AN youth to be served/treated. This section should describe in detail the “who,” “what,” “where,” “when,” and “how” of the project. The project design should also include a description of any current federal and/or nonprofit programs or services that will collaborate with the proposed TYP project.

Timeline. The application must include a timeline that indicates when specific tasks will be initiated and completed throughout the cooperative agreement period (October 1, 2003, to September 31, 2006). The applicant must reference the timeline as appropriate in the narrative and include it in Attachment #3 of the application. (See sample timeline, in appendix B on page 25.) Timelines must indicate the activities to be implemented and the milestones to be achieved and note who will be responsible for ensuring that they are completed.

Evaluation. Applicants should include a detailed plan for evaluating the proposed project, demonstrating how both performance and outcome objectives will be measured. This plan must identify the source of the data to be used in measuring achievement of the objectives. Responsibility for data collection and analysis should be clearly stated in the plan. Applicants who need technical assistance with any part of program design will have the opportunity to request assistance after awards have been made. **Note: The evaluation must collect data in support of the performance measure, as stated on page 3.**

OJJDP is in the process of developing a national evaluation of the Tribal Youth Program. Applicants selected for funding under TYP should be prepared to cooperate in the national evaluation. Technical assistance will be provided if needed.

Management and Organizational Capability (20 points)

Project management and overall organizational capability demonstrate the applicant’s ability to operate and support the project successfully. The application must describe the positions to be funded and the qualifications that will be required of those to be hired. Applicants must ensure that the tasks delineated in the project timeline (see “Project Design” above) are adequately staffed. Resumes and/or position descriptions must be included in Attachment #3 for individuals who will hold key positions. Applications must provide for fiscal control and accounting procedures that ensure the prudent use and proper disbursement and accounting of grants.

Nonsupplanting Requirement. A written statement must be provided to OJJDP stating that Federal funds will not be used to supplant State, local, or tribal funds. Federal funds must be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply

documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

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

Format

The program narrative must not exceed 25 pages. The narrative text should be double spaced in a standard 12-point font and 1 inch margins. The program narrative must include a one-page project abstract (described above). The font and double-spacing requirements apply to all parts of the program narrative and project abstract, including any lists or bulleted items. These standards are necessary to maintain a fair and uniform competitive environment among all applicants. If the narrative and abstract do not conform to these standards, OJJDP will deem the application ineligible for consideration. (Applicants must strictly adhere to all format requirements.)

Other Program Attachment (Attachment #3)

The Other Program Attachment (Attachment #3) provides documents that supplement and support the Project Design and Management and Organizational Capability sections of the Program Narrative and attest that the applicant complies with the U.S. Department of Justice's Coordination of Federal Efforts requirements. These documents include:

- , **Resumes of key personnel.** Resumes and/or position descriptions must be provided for individuals who will hold key positions.
- , **Timeline.** The timeline must indicate when specific tasks will be initiated and completed throughout the 3-year cooperative agreement period (October 1, 2003, to September 31, 2006).
- , **Coordination of Federal Efforts.** To encourage better coordination among Federal agencies in addressing State and local needs, DOJ is requesting applicants to provide information on the following:
 - Active federal grant award(s) supporting this or related efforts, including awards from DOJ.
 - Any pending application(s) for federal funds for this or related efforts.
 - Plans for coordinating any funds described in the previous two items with the funding sought by this application.

For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose. The term "related efforts" is defined as one of the following:

- Efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants).

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- Another phase or component of the same program or project (e.g., the applicant's proposed program/services implement a planning effort funded by other Federal funds or provide a substance abuse treatment or education component within a criminal justice project funded by other Federal funds).
 - Services of some kind (e.g., technical assistance, research, or evaluation) that are related to the project described in the application.

Note: The resumes, timeline, and information regarding the coordination of federal efforts must be attached to your GMS application *in one file*.

Award Period

This project will be funded for a 3-year project and budget period. (For example, a \$300,000 award will be allocated at approximately \$100,000 per year.)

Award Amount

Award amounts will vary as follows, depending on the tribal service populations presented in the U.S. Census 2000: 10,000 or fewer residents, up to \$300,000; and 10,001 or more residents, up to \$500,000. (For more information see table and note on page 2.)

Due Date

All online applications must be completed by **May 15, 2003**.

Contact

For further information, contact:

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Appendix A: Sample Budget Detail Worksheet

The following sample Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget worksheet and budget narrative. Applicants must submit a complete Budget Detail worksheet that covers each year of the 3-year cooperative agreement period. A budget summary for each year and a summary for the total (3-year) budget must also be included. You may submit the budget and budget narrative using this format or a format of your choice. However, all required information (including budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted. **Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.**

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant’s organization.

YEAR ONE

Name/Position	Computation	Cost
Project Coordinator	\$35,000 x 100%	\$35,000
2 Case Managers	\$23,040 x 25% x 2	\$11,520

The Tribal Administrator will supervise the Project Coordinator. The Project Coordinator will supervise the Case Managers as well as coordinate all planned activities including the evaluation. Two Case Managers will work individually with juvenile offenders in two different communities on the reservation.

Year 1 Total \$46,520

YEAR TWO

Name/Position	Computation	Cost
Project Coordinator	\$35,875 x 100%	\$35,875
2 Case Managers	\$23,616 x 25% x 2	\$11,808

The Tribal Administrator, Project Coordinator, and Case Managers are all eligible for a 5% cost of living increase after their first year with the project.

Year 2 Total \$47,683

YEAR THREE

Name/Position	Computation	Cost
Project Coordinator	\$36,772 x 100%	\$36,772
2 Case Managers	\$24,207 x 25% x 2	\$12,104

The Tribal Administrator, Project Coordinator, and Case Managers are all eligible for a 5% cost of living increase after their second year of the project.

Year 3 Total \$48,876

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category A (Personnel) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workmen’s Compensation, and Unemployment Compensation.

YEAR ONE

Name/Position	Computation	Cost
Project Coordinator	\$35,000 x 18%	\$6,300
2 Case Managers	\$5,760 x 18% x 2	\$2,074

Fringe benefit rate of 18% includes FICA 7.65%, worker’s compensation 2.5%, health/life insurance 6.35%, and unemployment insurance 1.5%.

Year 1 Total \$8,374

Year 1 Total Personnel & Fringe Benefits \$54,894

SAMPLE

YEAR TWO

Name/Position	Computation	Cost
Project Coordinator	\$35,875 x 18%	\$6,458
2 Case Managers	\$5,904 x 18% x 2	\$2,126

Fringe benefit rate of 18% includes FICA 7.65%, worker’s compensation 2.5%, health/life insurance 6.35%, and unemployment insurance 1.5%.

Year 2 Total \$8,584

Year 2 Total Personnel & Fringe Benefits \$56,267

YEAR THREE

Name/Position	Computation	Cost
Project Coordinator	\$36,772 x 18%	\$6,619
2 Case Managers	\$6,052 x 18% x 2	\$2,179

Fringe benefit rate of 18% includes FICA 7.65%, worker’s compensation 2.5%, health/life insurance 6.35%, and unemployment insurance 1.5%.

Year 3 Total \$8,798

Year 3 Total Personnel & Fringe Benefits \$57,674

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

C. Travel– Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

YEAR 1

Purpose of Travel	Location	Item	Computation	Cost
TYP New Grantees				
Training	Washington, DC	Airfare	(\$400 x 2 people x 1 trips)	\$800
		Hotel	(\$ 119 x 3 nights x 2 people x 1 trips)	\$714
		Meals	(\$46/day x 3 days x 2 people x 1 trips)	\$276
TYP Regional Training	TBD	Airfare	(\$600 average 2 people)	\$1,200
		Hotel	(\$ 119 x 3 nights x 2 people x 1 trips)	\$714
		Meals	(\$46/day x 3 days x 2 people x 1 trips)	\$276
Local Transportation		Mileage	(500 miles x .345 per mi. x 12 months)	\$2,070

Year 1 Total \$6,050

As stated in the TYP Solicitation, grantees are required to attend a New Grantees Training in the first year of the grant. In addition to a New Grantees Training, grantees are required to attend a region training the first year as well. Local Transportation includes transporting the youth to and from TYP activities.

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

C. Travel- (continued)				
YEAR 2				
Purpose of Travel	Location	Item	Computation	Cost
TYP Regional Training	TBD	Airfare	(\$600 x 2 people)	\$1,200
		Hotel	(\$119 x 3 nights x 2 people)	\$714
		Meals	(\$46/day x 3 days x 2 people)	\$276
Local Transportation		Mileage	(500 miles x .345 per mi. x 12 months)	\$2,070
As stated in the TYP solicitation, grantees are required to attend one Regional Training every year. Local Transportation includes transporting the youth to and from TYP activities.				
				Year 2 Total <u>\$4,260</u>
YEAR 3				
Purpose of Travel	Location	Item	Computation	Cost
TYP Regional Training	TBD	Airfare	(\$600 x 2 people)	\$1,200
		Hotel	(\$119 x 3 nights x 2 people)	\$714
		Meals	(\$46/day x 3 days x 2 people)	\$276
Local Transportation		Mileage	(500 miles x .345 per mi. x 12 months)	\$2,070
Local Transportation includes transporting the youth to and from TYP activities. As stated in the TYP solicitation, grantees are required to attend one Regional Training every year.				
				Year 3 Total <u>\$4,260</u>

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

D. Equipment– List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the “Supplies” category or in the “Other Costs” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Consultants/Contracts” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

YEAR 1

Item	Computation	Cost
Computer w/CD ROM	(\$2,000)	\$2,000
The computers will be used by the Project Coordinator to communicate with OJJDP and to store the data collected.		
		Year 1 Total <u>\$2,000</u>

YEAR 2

Item	Computation	Cost
N/A		
		Year 2 Total <u>\$0</u>

YEAR 3

Item	Computation	Cost
N/A		
		Year 3 Total <u>\$0</u>

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

E. Supplies– List items by type (office supplies, postages, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

YEAR 1

Supply Items	Computation	Cost
Office Supplies	(\$50/mo. x 12 mo.)	\$600
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial Supplies for TYP Program	(\$90/mo. x 12 mo.)	\$1,080
Training Materials	(\$2/set x 250 sets)	\$500

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the case managers. Art/Educational/Tutorial Supplies will be used during the afterschool activities. Training materials will be purchased and distributed to staff and parents.

Year 1 Total \$2,420

YEAR 2

Supply Items	Computation	Cost
Office Supplies	(\$50/mo. x 12 mo.)	\$600
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial Supplies for TYP Program	(\$120/mo. x 12 mo.)	\$1,440

The Art/Education/Tutorial Supplies have increase because the program hopes to increase the amount of youth participants in the afterschool program by 20% in the second year.

Year 2 Total \$2,280

YEAR 3

Supply Items	Computation	Cost
Office Supplies	(\$50/mo. x 12 mo.)	\$600
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial Supplies for TYP Program	(\$150/mo. x 12 mo.)	\$1,800

The Art/Education/Tutorial Supplies have increase because the program hopes to increase the amount of youth participants in the afterschool program by an additional 20% in the third year.

Year 3 Total \$2,640

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

F. Construction– As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

YEAR 1

Purpose	Description of Work	Cost
----------------	----------------------------	-------------

N/A

Year 1 Total \$0

YEAR 2

Purpose	Description of Work	Cost
----------------	----------------------------	-------------

N/A

Year 2 Total \$0

YEAR 3

Purpose	Description of Work	Cost
----------------	----------------------------	-------------

N/A

Year 3 Total \$0

SAMPLE

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

G. Consultants/Contracts– Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if know, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

YEAR 1

Name of Consultant	Service Provided	Computation	Cost
5 Elders	Mentoring	(\$100/day x 8days x 5 Elders)	\$4,000
State University	Evaluation and Data Collection	(\$200/day x 10 days)	\$2,000
5 Elders from the community will be used as tutors during the afterschool program. Also, these Elders will work individually with juvenile offenders identified by the tribal court. State University will provide the TYP staff with training and technical assistance on collecting data and analyzing the data			
			Year 1 Total \$6,000

YEAR 2

Name of Consultant	Service Provided	Computation	Cost
10 Elders	Mentoring	(\$100/day x 8 days x 10 Elders)	\$8,000
State University	Evaluation and Data Collection	(\$200/day x 7 days)	\$1,400
10 Elders from the community will be used to assist in the afterschool program. In addition, these elders will mentor juvenile offenders. As stated in the project design of the application, we hope to double the amount of individual mentoring session between the offenders and the elders during year 2 and year 3. Thus, the increase in the number of elders participating.			
			Year 2 Total \$9,400

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

Consultants/Contracts (continued)

YEAR 3

Name of Consultant	Service Provided	Computation	Cost
10 Elders	Mentoring	(\$100/day x 8 days x 10 Elders)	\$8,000
State University	Evaluation and Data Collection	(\$200/day x 5 days)	\$1,000

10 Elders from the community will be used to assist in the afterschool program. In addition, these elders will mentor juvenile offenders. As stated in the project design of the application, we hope to double the amount of individual mentoring session between the offenders and the elders during year 2 and year 3. Thus, the increase in the number of elders participating.

Year 3 Total \$9,000

SAMPLE

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

H. Other Costs– List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

YEAR 1

Description	Computation	Cost
Rent	(700 sq. ft. x \$15/sq.ft.)	\$10,500
Telephone	(\$50/mo. x 12 mo. x 2 offices)	\$1,200
Internet/E-mail	(\$18 x 12 mo. x 2 offices)	\$ 432

This rent will pay for space for TYP. No space is currently available in tribal-owned buildings. This building will be where the TYP afterschool activities will take place.

Year 1 Total \$12,132

YEAR 2

Description	Computation	Cost
Rent	(700 sq. ft. x \$15/sq.ft.)	\$10,500
Telephone	(\$50/mo. x 12 mo. x 2 offices)	\$1,200
Internet/E-mail	(\$18 x 12 mo. x 2 offices)	\$ 432

This rent will pay for space for TYP. No space is currently available in tribal-owned buildings. This building will be where the TYP afterschool activities will take place.

Year 2 Total \$12,132

YEAR 3

Description	Computation	Cost
Rent	(700 sq. ft. x \$15/sq.ft.)	\$10,500
Telephone	(\$50/mo. x 12 mo. x 2 offices)	\$1,200
Internet/E-mail	(\$18 x 12 mo. x 2 offices)	\$ 432

This rent will pay for space for TYP. No space is currently available in tribal-owned buildings. This building will be where the TYP afterschool activities will take place.

Year 3 Total \$12,132

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

I. Indirect Costs– Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. **OJJDP will require the applicant to submit a copy of the rate approval (a fully executed, negotiated agreement) via fax before the final notice of award.** If the applicant does not have an approved rate, one can be requested by contacting the applicant’s 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 costs categories.

YEAR 1

Description	Computation	Cost
Current indirect cost rate = 10%	10% x \$84,096 (total direct cost)	\$8,410
The Department of Interior is the cognizant agency for the Tribe. The indirect cost agreement will be forwarded submitted upon request from OJJDP.		
		Year 1 Total <u>\$8,410</u>

YEAR 2

Description	Computation	Cost
Current indirect cost rate = 10%	10% x \$84,339 (total direct cost)	\$8,434
The Department of Interior is the cognizant agency for the Tribe. The indirect cost agreement will be forwarded submitted upon request from OJJDP.		
		Year 2 Total <u>\$8,434</u>

YEAR 3

Description	Computation	Cost
Current indirect cost rate = 10%	10% x \$85,706 (total direct cost)	\$8,571
The Department of Interior is the cognizant agency for the Tribe. The indirect cost agreement will be forwarded submitted upon request from OJJDP.		
		Year 3 Total <u>\$8,571</u>

Sample Budget Detail Worksheet (cont.). Please note: Expenditures associated with implementing the goal of the cooperative agreement must be explained in detail.

Budget Summary– When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Year 1	Year 2	Year 3	Total
A. Personnel	\$46,520	\$47,683	\$48,876	\$143,079
B. Fringe Benefits	8,374	8,584	8,798	25,756
C. Travel	6,050	4,260	4,260	14,570
D. Equipment	2,000	0	0	2,000
E. Supplies	2,420	2,280	2,640	7,340
F. Construction	0	0	0	0
G. Consultants/Contracts	6,000	9,400	9,000	24,400
H. Other	12,132	12,132	12,132	36,396
Total Direct Costs	83,496	84,339	85,706	253,541
I. Indirect Costs	8,410	8,434	8,571	25,415
TOTAL PROJECT COSTS	91,906	92,773	94,277	<u>\$278,956</u>
Federal Request				<u>\$278,956</u>
Non-Federal Amount				<u>0</u>

Appendix B: Sample Timeline

Goal	Objective	Activity	Due Date	Person/Group Responsible
Goal 1: Reduce Native American juvenile delinquency and violence.	<i>Objective 1: Conduct 4 culturally relevant activities and workshops for 100 tribal youth during the first 2 years.</i>		9/30/05	
		Plan and organize a Native American Youth Development Project (NAYDP) Committee.	11/1/02	Program Coordinator
		Organize monthly NAYDP Committee meetings.	Once a month for duration of cooperative agreement.	Program Coordinator
		Prepare list of topics for five culturally relevant activities.	1/15/03	NAYDP Committee
		Recruit 10 youth ages 13 to 18 to assist in planning and conducting activities.	1/30/03	NAYDP Committee
		Conduct Activity 1 for approximately 100 youth.	4/2003	NAYDP Committee
		Conduct Activity 2 for approximately 100 youth and 150 parents.	3/2004	NAYDP Committee
		Conduct Activity 3 for approximately 100 youth and 150 parents.	9/2004	NAYDP Committee

Goal	Objective	Activity	Due Date	Person/Group Responsible
		Conduct Activity 4 for approximately 100 youth.	4/2005	NAYDP Committee
Goal 2: Reduce substance and alcohol abuse among tribal youth.	<i>Objective 1: Provide prevention and intervention services for at least 50 tribal youth.</i>		9/2005	
		Create Memorandum of Understanding between the Tribal Youth Court and the Tribal Health and Human Services to refer first-time juvenile offenders for substance and alcohol counseling.	11/2002	Program Coordinator
		Hire a substance abuse counselor.	1/2003	Program Coordinator
		Provide treatment and services to tribal youth.	Starting 1/2003 for the duration of cooperative agreement.	Counselor
		Provide treatment to 25 tribal youth.	1/2004	
		Provide treatment to 50 tribal youth.	1/2005	
	<i>Objective 2: Conduct 3 educational workshops on substance abuse for 50 tribal youth.</i>		9/2005	
		Identify topics and guest speakers.	1/2003	Program Coordinator
		Conduct Workshop 1.	9/2003	Program Coordinator
		Conduct Workshop 2.	3/2004	Program Coordinator
		Conduct Workshop 3.	3/2005	Program Coordinator

Appendix C: Suggested Readings

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Associated Press. 1996. More Indian kids joining gangs. In *American Indians, Crime, and Justice*, edited by M.O. Nielsen and R.A. Silverman. Boulder, CO: Westview Press, Inc., pp. 56–57.

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Jumper-Thurman, P., Plested, B.A., Edwards, R.W., Helm, H.M., and Oetting, E.R. 2001. Using the community readiness model in Native communities. In *Health Promotion and Substance Abuse Prevention Among American Indian and Alaska Native Communities: Issues in Cultural Competence*, edited by J.E. Trimble and F. Beauvais. Rockville, MD: U.S. Department of Health and Human Services, National Institute on Drug Abuse, pp. 129–158.

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Laquer, B. 1998. Nee-kon Project: Designing and implementing prevention strategies for young Native American children. *Drugs & Society* 12(1/2):23–37.

May, P. 1994. The epidemiology of alcohol abuse among American Indians: The mythical and real properties. *American Indian Culture and Research Journal* 18(2):121–143.

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