



---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), seeks applications for funding under its Fiscal Year (FY) 2010 Tribal Youth National Mentoring Program. This program furthers DOJ's mission by supporting initiatives to promote the development and expansion of mentoring programs for underserved tribal youth.

# FY 2010 Tribal Youth National Mentoring Program

## Eligibility

Applicants are limited to national organizations, including tribal, community, secular, and faith-based non-profit organizations, and federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the Federal Register), that may partner with other such national organizations as subgrantees.  
(See "Eligibility," page 3.)

## Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 8) All applications are due by 5:00 p.m., Eastern Time, on Monday, May 17, 2010.  
(See "Deadlines: Registration and Application," page 3.)

## Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov)

**Note:** The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 a.m., Eastern Time, (closed weekends and Federal holidays).

For assistance with any other requirement of this solicitation, call Jennifer Yeh, Grant Program Specialist at 202-616-9135 or e-mail her at [jennifer.yeh2@usdoj.gov](mailto:jennifer.yeh2@usdoj.gov).

**Release Date: March 31, 2010**

# CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	3
Performance Measures.....	6
How To Apply.....	8
What An application is Expected to Include.....	10
Standard Form-424.....	10
Program Narrative.....	10
Budget and Budget Narrative.....	14
Indirect Cost Rate Agreement .....	14
Plan for Collecting the Data Required for Performance Measures.....	15
Tribal Authorizing Resolution.....	15
Other Attachments.....	15
Selection Criteria.....	15
Review Process.....	16
Additional Requirements .....	16
Appendix: Application Checklist.....	18

# **FY2010 Tribal Youth National Mentoring Program CFDA #16.731**

## **Overview**

This solicitation invites applicants to propose national initiatives that will support the development, maturation, and expansion of community programs that provide mentoring services to tribal youth populations on tribal reservations of federally-recognized tribes across the nation that are underserved due to location, shortage of mentors, emotional or behavioral challenges of the targeted population, or other situations identified by the federally-recognized tribes. This program is authorized by the Department of Justice Appropriations Act, 2010, Pub. L. 111–117.

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register and apply in GMS is 5:00 p.m. Eastern Time on May 17, 2010. Please see the “How to Apply” section, page 8, for more details.

## **Eligibility**

Applicants are limited to national organizations, including community, secular, and faith-based non-profit organizations, and federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the Federal Register), that may partner with other such national organizations as subgrantees. An applicant must demonstrate the capacity to operate programs with tribes in multiple states and tribal jurisdictions, including tribal commercial and nonprofit national organizations, tribal colleges and universities, and tribal consortia. Joint tribal applications are welcome; however, one applicant must be clearly indicated as the primary applicant (for fiscal responsibility, correspondence, award, and management purposes) and the other indicated as co-applicant(s).

Eligible applicants who propose to provide direct services to youth must describe programs that target individuals under age 18.

## **Program-Specific Information**

Through this solicitation, successful applicants will be funded to build the capacity of tribes across the nation to develop and strengthen tribal youth mentoring programs. For the purpose of this solicitation, mentoring programs involve a structured relationship between an adult or trained peer and one or more youth. Mentoring is a process to achieve specific goals, such as improved academic performance or social or job skills, or to support behavioral or other personal development. Mentoring uses relationships to teach, impart, or institute changes in behaviors or attitudes. Successful mentoring programs include programs that match a mentor with one or more youth and can take place in multiple and informal settings, as well as in a school or program context. Successful mentoring programs include faith-based and small community-based operations, as well as national organizations that support local affiliates.

OJJDP-supported research and evaluations indicate that mentoring relationships should be structured to support a relationship that lasts at least 12 months or through an entire school year. Research further finds that mentoring relationships that last 2 or more years significantly increase positive outcomes for youth. Since structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it.

In the past decade, research has indicated a number of best practices in mentoring. Research has shown that one-on-one mentoring is optimal, although positive effects of nontraditional approaches, such as group mentoring, are also reported. Where one-on-one mentoring is not practical, group mentoring can be an effective alternative. At-risk youth benefit from adult support and guidance when receiving mentoring through either of these approaches.

Research shows that youth engaged in unhealthy and risky lifestyle choices are susceptible to committing delinquent activity and being victimized. 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' publication "American Indians and Crime, A BJS Statistical Profile, 1992–2002," the violent crime rate in Indian country is twice that of the general population. Of particular concern is the disproportionate number of violent crimes committed by and against juveniles in Indian country.

Moreover, suicide rates are significantly higher among tribal youth than among the general population. The most recent data shows that the overall age-adjusted suicide rate for the American Indian/Alaska Native (AI/AN) population was 17.6 per 100,000 compared with 10.4 in the general U.S. population. Suicide is the second leading cause of death for tribal youth age 15 to 24, two and one half times higher than the national average. While many risk factors for suicide for AI/AN youth are the same as for the general population, others differ in their nature or relative impact. For example, studies have shown that family disruptions place tribal youth at particular risk in view of the structure and importance of family in small and isolated communities. More than 15 percent of AI/AN students attend boarding schools, in part, as a result of the rural nature of many reservations, but also due to family dysfunction and historical educational traditions from earlier days of forced attendance at boarding schools. American Indians have the highest poverty rate of any racial/ethnic group in the United States, with a rate of 26 percent compared with 11 percent overall. Unemployment rates are as high as 85 percent in many tribal communities. There are few youth-focused facilities on reservations.

The limited research available suggests that mentoring relationships with caring, responsible and law-abiding adults may mitigate these risks. This initiative is designed to provide tribal youth with opportunities to develop these relationships.

- **Purpose**

The program's purpose is to build the capacity of tribes to support culturally-sensitive tribal mentoring activities on tribal reservations. Successful applicants will strengthen and expand existing mentoring activities in tribal communities that seek to increase participation of tribal youth in activities with adult mentors.

Applicants must assess tribal needs, develop plans, and implement and monitor mentoring activities in multiple tribal communities. OJJDP encourages applicants to incorporate best practices based on research and to consider a variety of mentoring approaches that are national in scope. Applicants must demonstrate cultural competency and experience, as well as

evidence knowledge and understanding of the needs of the community in which it proposes to work. Such evidence could include a letter of support from the community.

The applicant must demonstrate its knowledge of and understanding of mentoring practices in Indian Country. OJJDP expects the provider to recognize the significance and complexities of tribal culture and indigenous justice systems. For example, some tribes have their own juvenile justice systems, whereas others operate through local, county, or state systems. The Tribal Youth National Mentoring Program providers will often collaborate with several agencies to coordinate efforts to address the mentoring needs of tribal communities.

- **Goals, Objectives, and Deliverables**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

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

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable.

### **Amount and Length of Awards**

OJJDP will make multiple awards up to \$2,000,000 for a project period of 2 years. Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation by September 30, 2010.

### **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://www.opm.gov/oca/10tables/indexSES.asp).) A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and

justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

### **Research, human subjects, IRB review, and confidentiality**

All applicants for OJP funds are advised that the Department of Justice defines *research* as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of “research.” All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website ([http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement.** Match is not required for this program.

### **Performance Measures**

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What An application is Expected to Include,” page 10 for additional information. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>Improve outcomes for tribal youth in at-risk youth mentoring programs by establishing and building the capacity of tribes across the nation to develop and strengthen tribal youth mentoring programs.</p> <p>Establish and improve the administration of mentoring programs for tribal youth, including the expansion of mentoring strategies and program design.</p>		<p>OJJDP has an online system for grantee performance measures data reporting. To access, see <a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a></p> <p>During the reporting period:</p>
	Number of program youth served	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period
	Number and percent of program youth completing program requirements	<p>Number of program youth who exited the program having completed program requirements</p> <p>Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully)</p>
	Number and percent of program youth who offend or reoffend	<p>Number of program youth with a new offense</p> <p>Number of youth in program</p>
	Percent of youth with whom an evidence-based practice was used	<p>Number of youth served using an evidence-based model or program</p> <p>The number of youth served</p>
	Percent of youth who exhibit a desired change in the targeted behavior.	Number of youth who exhibit a desired change in the targeted behavior. The targeted behavior will depend upon the program's goals, activities and target population.
	Increase in number of program mentors recruited	The increase in number of program mentors recruited (ready for training) during the reporting period
	Percent of program mentors successfully completing training	<p>Number of program mentors successfully completing training during the reporting period</p> <p>Number of program mentors present during the reporting period</p>

	Percent of trained program mentors with increased knowledge of the program area	Number of trained program mentors demonstrating increased knowledge of the program during the reporting period  Number of trained program mentors
	Mentor retention	The number of mentors who have left the program during the reporting period  The total number of mentors in the program during the reporting period
	Increase in youth enrolled since the beginning of the grant program	Number of youth enrolled at the beginning of the reporting period  Number of NEW youth added during the reporting period
	Percent of mentoring programs with active partners	Number of mentoring programs with active partners. (Active partners provide direct support, i.e., funding and in-kind services such as mentors, space, training, skill-building opportunities for youth)

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 a.m., Eastern Time (closed weekends and Federal holidays). The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information 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. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select OJJDP and the OJJDP FY 2010 Tribal Youth National Mentoring Program solicitation.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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."

## **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

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

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application is Expected to Include**

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

### **Standard Form-424**

See [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Narrative**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11-

inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered “1 of 30,” etc. The project abstract, 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 “Other Attachments” sections will not count toward the program narrative page count. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

**Project Abstract.** A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see “Performance Measures Requirements,” below). The abstract must describe how progress towards these goals will be measured.

The abstract must address the following matters:

- list of federally-recognized tribes, whose names appear in Volume 73, Number 66, of the Federal Register (pp.18553–18557), that will be served by the project.
- number of juveniles (age 17 and younger) that will be served by the project.
- location of the project(s), (names of reservation and states).
- type of setting (e.g., school, detention center, recreation program).
- type of project (e.g., prevention, afterschool, school-based, court-involved youth, year-round, mental health, substance abuse) with a brief narrative describing how the planned activities will address mentoring tribal youth.
- for each tribe served, a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body, (see “Tribal Resolution,” page 15).
- brief description of the tribe’s government structure (i.e., elected, appointed, duration of terms).

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Data should be used 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 previous or current attempts to address the problem.

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 applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- **Performance Measures Requirements**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

**Goals.** Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," 6) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information).

- **Project/Program Design and Implementation**

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

This section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's targeted tribal population and explain how the strategy will achieve the goals and objectives identified in the previous section.

This section should be detailed and describe how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OJJDP grant award.

This section should also include details regarding any leveraged resources (cash or in-kind) from other sources to support the project. Applicants should identify any other federal, state, or private foundation grants that serve the same tribal communities or local areas and target population.

**Logic Model.** Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 15.

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

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. This section of the program narrative must describe how the project will be managed and staffed nationally. Management and staffing patterns should be clearly and evidently connected to the project design described in the previous section. This section should describe the tribal experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

An applicant must demonstrate the capacity to operate programs with tribes in multiple states and tribal jurisdictions, including tribal commercial and nonprofit national organizations, tribal colleges and universities, and tribal consortiums.

Applicants should demonstrate the following how the applicant will collaborate with national and regional tribal organizations that can provide communication coordination and collaboration opportunities, utilize tribal organizations' resources and expertise to ensure programs and training sessions are culturally sensitive, and consult with the tribal organizations and communities to obtain their input beforehand and for the evaluation of best practices.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or Memoranda of Understanding (MOUs) 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

- a description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational
- an estimate of the percent of time that the partner will devote to the planning and operation of the project.

### **Budget and Budget Narrative**

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

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- **Budget Narrative**

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

### **Indirect Cost Rate Agreement**

Applicants that would like to establish a federally-negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### **Accounting System and Financial Capability Questionnaire**

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a

completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at:

[http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf).

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 6.)

### **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

### **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application:

- logic model (see "Logic Model," page 12)
- timeline or milestone chart (see "Timeline," page 12)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and memoranda of understanding (MOUs) from partner organizations (see "Letters of Support/Memoranda of Understanding," page 13).

## Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values:

1. Statement of the Problem/Program (20 points)
2. Performance Measures Requirements (20 points)
3. Project/Program Design and Implementation (30 points)
4. Capabilities/Competencies (20 points)
5. Budget (10 points)

See “Program Narrative,” page 10, for detailed descriptions of the above criteria.

## 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 be reviewing 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 under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations

- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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 (FFATA) of 2006
- Awards in excess of \$5,000,000—federal taxes certification requirement

## Appendix: Application Checklist

### FY2010 Tribal Youth National Mentoring Program

The application check list has been created to aid you in developing your application.

#### Eligibility

- Federally Recognized Tribe/National Tribal Organization
- Serving Multiple Tribes

**The amount requested does not exceed \$2,000,000.**

The requested project period is at least 2 years.

#### The application contains:

- Statement of the Problem
- Project Abstract
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Plan for Collecting Data Required for Performance Measures

#### Program Narrative/Abstract Format

- Double-spaced
- 12-point Standard Font
- 1" Standard Margins
- Narrative is 30 pages or less.

#### Other Components:

- Standard 424 Form
- DUNS Number
- CCR Registration
- Project Timeline
- Position Descriptions
- Letters of Support/MOUs
- Certifications
- Tribal Resolutions
- Indirect Cost Rate Agreement (if applicable)
- Accounting System and Financial Capability Questionnaire (if applicable)