

**U.S. Department of Justice**  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Tribal Youth Field Initiated Research and Evaluation Programs. This program furthers DOJ's mission by funding field initiated studies to further understand the experiences, strengths, and needs of tribal youth, their families, and communities.

## **OJJDP FY 2010 Tribal Youth Field Initiated Research and Evaluation Programs**

### **Eligibility**

OJJDP invites applications from public agencies (including federally-recognized Indian tribes, state agencies, units of local government, and public and tribal universities and colleges) and private organizations (including faith-based, tribal, and community nonprofit organizations).

Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and financial management purposes) and the others indicated as co-applicants.

(See "Eligibility," page 3.)

### **Deadline**

Registration with OJP's [Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 7.) 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 an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). 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 Patrick Dunckhorst, Program Manager, at 202-514-4158 or e-mail him at [patrick.dunckhorst@usdoj.gov](mailto:patrick.dunckhorst@usdoj.gov).

**Release Date: March 31, 2010**

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# **OJJDP FY 2010 Tribal Youth Field Initiated Research and Evaluation Programs (CFDA # 16.731)**

## **Overview**

This solicitation will fund field initiated studies to further our understanding of the experiences, strengths, and needs of tribal youth, their families, and communities, and what works to reduce their risks for delinquency and victimization. OJJDP is especially interested in applications to conduct evaluation studies that identify effective and promising delinquency prevention, intervention, and treatment programs for tribal youth, including those that assist tribal youth in enhancing their own cultural knowledge and awareness.

The Tribal Youth Field Initiated Research and Evaluation 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. See "How To Apply," page 7, for details.

## **Eligibility**

OJJDP invites applications from public agencies (including federally-recognized Indian tribes, state agencies, units of local government, and public and tribal universities and colleges) and private organizations (including faith-based, tribal, and community nonprofit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and financial management purposes) and the others indicated as co-applicants.

OJJDP encourages researchers and evaluators in all relevant disciplines to submit applications that employ traditional, innovative, and culturally relevant methodological strategies.

OJJDP strongly encourages multidisciplinary research collaborations to apply, including collaborations between researchers and federally-recognized tribes. Applicants representing proposed collaborative research projects must provide written assurances of the collaboration. Similarly, applicants should include letters of commitment or cooperation from programs or agencies that will be the subject of the applicant's research or evaluation project.

OJJDP also encourages applicants to identify existing or potential funding partners for the proposed work and indicate whether they have submitted the proposed idea to any other funding sources.

## Program-Specific Information

- **Purpose**

OJJDP's Tribal Youth Program (TYP) was established to support and enhance tribal efforts to prevent and control delinquency and strengthen the juvenile justice system for American Indian/Alaska Native youth. Since the program was established in 1999, OJJDP has awarded more than 300 grants to federally-recognized tribes for an array of activities, including delinquency prevention and intervention, juvenile justice system improvement, and specialized mental health and substance abuse services for tribal youth and families. Many of these programs are based on promising methods and strategies and tribal best practices.

This program enables OJJDP to fund creative yet rigorous research and evaluation that advances OJJDP's mission to prevent and respond to juvenile delinquency and victimization, with a focus on tribal youth and communities. Accordingly, OJJDP seeks applications addressing a broad range of research and evaluation topics and methodologies in the fields of delinquency prevention, intervention, and treatment, with a focus on delinquency and victimization among tribal youth.

Please note that funds are not available under this solicitation for the delivery of program services.

- **Goals, Objectives, and Deliverables**

**Goals.** This program is designed to foster research and evaluation studies regarding tribal youth, their families, and communities and the programs, systems, and services that oversee delinquency and victimization prevention, intervention, and treatment for tribal youth.

Study findings should be of practical use to practitioners, administrators, and policymakers and enhance their understanding regarding juvenile justice and victimization for tribal youth.

**Objectives.** Specific objectives of this program include:

- promoting and supporting traditional, innovative, and culturally relevant research and evaluation in the disciplines of juvenile justice and delinquency prevention and victimization among tribal youth.
- conceptualizing and investigating new research questions in juvenile justice and victimization for tribal youth.
- developing new methodological approaches for addressing priority issues and concerns in the disciplines of juvenile justice and delinquency prevention and victimization among tribal youth.
- conducting evaluation studies that identify effective and promising delinquency prevention, intervention, and/or treatment programs for tribal youth, and applications that propose to study strategies and programs to assist tribal youth in enhancing their own cultural knowledge and awareness as part of a community's effort to reduce youth risk factors.

- obtaining knowledge and information that can be used to develop effective programs, policies, and strategies for reducing and preventing tribal youth juvenile delinquency and victimization.

OJJDP encourages applicants to propose study research questions that are consistent with the goals and objectives of this solicitation.

**Deliverables.** Proposals should contain a description of all products that the grantee will produce from the project. The deliverables of the program are as follows:

**Semi-annual Progress Reports.** These detailed reports will describe the status of the research project, any methodological and/or implementation issues, progress toward the project goals, interim findings (if available), and other issues relevant to the completion of the study.

**Multiple Research Reports.** The final grant report will provide a detailed description of the entire project, including the theory or hypotheses guiding its work, the study methodology, the study's findings and their implications for policy and practice, and recommendations for future research. In addition, the grantee will submit a second, shorter manuscript that summarizes the longer report and will be suitable for publication as an OJJDP bulletin for practitioners. OJJDP also encourages researchers and evaluators to seek publication in refereed journals.

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

## **Amount and Length of Awards**

OJJDP expects to award multiple grants under this solicitation that will range from \$200,000 to \$500,000 for a project period of up to 48 months. Applicants should specify the requested award amount (up to \$500,000) and the proposed project period. This award will be for the entire project period.

As this is a research and evaluation program, grantees cannot use funds to support training, program development, or the provision of services (i.e., program implementation). However, they may use funds to evaluate training, prevention, and intervention programs. Grantees may, for example, use Field Initiated Research and Evaluation funds to conduct an evaluation of a program that is being implemented with funds from another OJJDP solicitation (e.g., OJJDP's Tribal Youth Program or Tribal Juvenile Accountability Discretionary Grant).

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 many awards under this solicitation by September 30, 2010.

## **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not 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 <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The 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.

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

**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)).

Other conditions that applicants should be aware of include the following:

**Training and Technical Assistance.** OJJDP will require all award recipients to attend a one-time, mandatory, OJJDP-sponsored new grantee orientation meeting held in Washington, DC, during year 1 of the project. Grantees are also required to attend an annual OJJDP-sponsored

tribal youth training held in years 2, 3, and 4 of the project. OJJDP may ask awardees to provide updates and presentations on their research studies for OJJDP’s programmatic grantees during these regional meetings.

OJJDP will provide further information about training and technical assistance to successful applicants after awards are made. OJJDP will make every effort to align training and technical assistance opportunities with the Tribal Justice, Safety and Wellness sessions to afford grantees cross-cutting training opportunities and collaboration.

## 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 9, for additional information. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To carry out research or evaluation studies that enhance knowledge and understanding of tribal youth delinquency prevention, intervention, and treatment.	<p>Percent of deliverables (e.g., reports, manuscripts) completed on time. Deliverables will differ, depending on the specific project, and should be outlined in the application.</p> <p>Percent of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.</p>	<p>During the reporting period:</p> <p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence.</p>

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 should be submitted through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. 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/). Applicants who experience technical difficulties at any point during this process should 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). OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** An application must have a DUNS number to be submitted 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 tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 1-866-705-5711 or apply online at [www.dnb.com](http://www.dnb.com) to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. 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. 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, select the first-time user link under the sign-in box of the [GMS](#) home page to create a GMS profile. 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 side of the page. Select OJJDP and the OJJDP FY 10 Tribal Youth Field Initiated Research and Evaluation Program.
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. 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 you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

## **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 4-24**

See [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF 4-24. 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, (2) impact/outcomes and evaluation/performance measures, (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.

- **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.

**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.

- **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 percent 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," page 7). 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 detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section.

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

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

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

Applicants should address the major activities of their proposed study and how they will implement them. Activities to be discussed are likely to include the following:

- linkage, coordination, and cooperation with program partners and sites, if applicable
- methodology that clearly identifies the hypotheses to be tested and how the proposed methodology will maximize the ability to test the hypotheses
- the study's primary research questions and how they address existing gaps in the literature and/or will inform future practice
- recruitment and retention of research subjects (if applicable), including a discussion of anticipated challenges and how the applicant will address them

- a description of quantitative and qualitative data collection and analysis methods and the tools to be used (the applicant's expertise in these techniques should be addressed under "Capabilities/Competencies," below)
- procedures for collecting, managing, storing, and transmitting data, with identification of the software and data verification procedures that applicants use and description of the procedures that they will use to remove identifying information from data prior to submission to OJJDP
- a logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques (see "Logic Model," below)
- consultation with program partners and OJJDP.

**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 14.

**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 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 14. On receipt of an award, the timeline may be revised and based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must demonstrate that they have knowledge and experience working with tribal entities and the juvenile justice system as it applies to tribal youth. Applicants must also demonstrate an understanding of the significance and complexities of tribal culture and indigenous justice systems and to understand that tribes operate under distinct systems. In every case, research must be conducted in a culturally sensitive manner by individuals who understand tribal sovereignty and the implementation of research in Indian County.

**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:

- an 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 7.)

### **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/memoranda of understanding from partner organizations (see "Letters of Support/Memoranda of Understanding," page 12)

### **Selection Criteria**

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

1. Statement of the Problem/Program Narrative (20 points)
2. Project/Program Design and Implementation (40 points)
3. Capabilities/Competencies (20 points)
4. Budget (10 points)
5. Performance Measures Requirements (10 points)

See "Program Narrative," page 9, 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.

All final award decisions will be made by the Administrator of the Office of Juvenile Justice and Delinquency Prevention, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. 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
- 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

## Resources

Guidelines for Researchers

Northern Plains Tribal Epidemiology Center

Aberdeen Area Tribal Chairmen's Health Board

[www.aatchb.org/epi/docs/ResearchEthics/Guidelines.pdf](http://www.aatchb.org/epi/docs/ResearchEthics/Guidelines.pdf)

Intersecting Interests: Tribal Knowledge and Research Communities Project

Center for Native Health Interests

University of Montana

[www.tribalknowledgegathering.org/Resources.html](http://www.tribalknowledgegathering.org/Resources.html)

Model Tribal Research Code

American Indian Law Center, Inc.

[www.ihs.gov/MedicalPrograms/Research/pdf\\_files/mdl-code.pdf](http://www.ihs.gov/MedicalPrograms/Research/pdf_files/mdl-code.pdf)

Research Ethics and Institutional Review Board (IRB) Resources for Tribes and Researchers

Northern Plains Tribal Epidemiology Center

[www.aatchb.org/epi/docs/ResearchEthics.htm](http://www.aatchb.org/epi/docs/ResearchEthics.htm)

Research in Indian Country and on Arizona Indian Reservations

University of Arizona Indian Country Extension Working Group

[www.indiancountryextension.org/publications.php](http://www.indiancountryextension.org/publications.php)

Research Regulation in American Indian/Alaska Native Communities:

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- Policy and Practice Considerations
  - A Guide to Reviewing Research Studies
- National Congress of American Indians (NCAI) Policy Research Center  
[www.ncaiprc.org/research-regulation-papers](http://www.ncaiprc.org/research-regulation-papers)

## Appendix: Application Checklist

### OJJDP FY 2010 Tribal Youth Field Initiated Research and Evaluation Programs

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

#### Eligibility

- Public agency
- Federally-Recognized Tribe
- State Agency
- Units of Local Government
- Public and Tribal University or and College
- Private Organization (including faith-based, tribal, and community nonprofit organizations).

**The amount requested does not exceed \$500,000.**

#### The application contains:

- Statement of the Problem
- Project Abstract
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Performance Measures Requirements

#### Program Narrative/Abstract Format

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

#### Other Components

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