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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is pleased to announce that it is seeking applications for funding under its OJJDP FY 09 Tribal Juvenile Detention and Reentry Green Demonstration Program. This program furthers the Department’s mission by enhancing opportunities for federally recognized tribes to provide comprehensive and quality programs for tribal youth who reside within or are being released from a tribal juvenile detention center. For the first time, OJJDP is sponsoring an initiative that encourages funding recipients to partner with institutions and organizations to incorporate green technologies and environmentally sustainable activities as part of their educational, training, and reentry activities for youth participants.

# OJJDP FY 09 Tribal Juvenile Detention and Reentry Green Demonstration Program

## Eligibility

Only federally recognized Indian tribes are eligible to apply under this program.  
(See “Eligibility,” page 3.)

## Deadline: Registration

Applicants are required to register with [GMS](#) prior to submitting an application.  
(See “Deadline: Registration,” page 3.)

## Deadline: Application

All applications are due by 8:00 p.m., Eastern Time, on June 15, 2009.  
(See “Deadline: Application,” page 3.)

## Contact Information

For assistance with the requirements of this solicitation, contact Laura Ansera, Tribal Youth Coordinator, at (202) 514-5679 or [laura.ansera@usdoj.gov](mailto:laura.ansera@usdoj.gov) or Janet Chiancone, Research Coordinator, at (202) 353-9258 or [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

This application must be submitted through OJP’s [Grants Management System](#) (GMS). For technical assistance with submitting an application, call the GMS Support Hotline at 1-888-549-9901, option 3. The hours of operation for the GMS Support Hotline are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

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# OJJDP FY 09 Tribal Juvenile Detention and Reentry Green Demonstration Program

## CFDA #16.731

### Overview

This initiative is a component of OJJDP's Tribal Youth Program initiative. This is the first year that OJJDP has released a solicitation that exclusively focuses on providing services and programming for tribal youth in juvenile detention facilities. With this new demonstration program, OJJDP seeks to enhance opportunities for federally recognized tribes to provide comprehensive and quality programs for tribal youth who reside within or are being released from tribal juvenile detention centers. This program also marks the first time that OJJDP is sponsoring an initiative that encourages funding recipients to partner with institutions and organizations to incorporate green technologies and environmentally sustainable<sup>1</sup> activities as part of the program's educational, training, and reentry activities for youth participants.

This program is authorized under the Department of Justice Appropriations Act, 2009, Pub. L. 111-8.

### Deadline: Registration

Applicants must register with GMS prior to applying. The GMS registration deadline is 8:00 p.m., Eastern Time, June 15, 2009.

### Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, June 15, 2009.

### Eligibility

Eligible applicants for funding under this solicitation must be federally recognized Indian tribes that own and operate a tribal juvenile detention facility on their own tribal land or have tribal youth placed in a Bureau of Indian Affairs (BIA) operated juvenile detention center located within or near the tribe's land. Although tribes may contract for services with other organizations, only federally recognized Indian tribes whose names appear in Volume 73, Number 66, of the Federal Register (pp.18553-18557) are eligible to receive an award. Applicants who do not meet these criteria are ineligible and will not be considered. OJJDP welcomes partnerships of two or more federally recognized Indian tribes; however, one tribe must apply on behalf of the partnership and be clearly indicated as the primary applicant (for correspondence, award, and management purposes).

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<sup>1</sup> "Environmentally sustainable" activities meet society's needs in ways that can continue indefinitely without damaging or depleting natural resources and address present needs without compromising the ability of future generations to address their needs.

**Subgrant Opportunities for Faith-Based and Other Community Organizations.** Although faith-based and other community organizations are ineligible to apply for funds under this initiative, OJJDP encourages federally recognized Indian tribes to consider such organizations for subgrant awards. Tribes must consider faith-based and other community organizations for such awards on the same basis as other eligible applicants, and they must treat the faith-based groups, if selected, on an equal basis with other subgrantees. Tribes should not favor nor discriminate against any eligible subgrantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving DOJ funds passed through a federally recognized tribe retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive subgrant awards. Subgrantees, however, may not use DOJ funds to support any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

**Restriction for Certain Tribes.** OJJDP advises applicants that they may not use funds awarded through this program for courts or law enforcement officers for a tribe or village with fewer than 25 year-round Native American residents or that is located within the boundaries of the Fairbanks North Star Borough, the Matanuska Susitna Borough, the Municipality of Anchorage, the Kenai Peninsula Borough, the City and Borough of Juneau, the Sitka Borough, and the Ketchikan Borough, pursuant to the Consolidated Appropriations Act, 2004 Pub. L. No. 108-199, Div. B, Title I, Sec. 112.

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

## 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 (AI/AN) 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.

The Tribal Juvenile Detention and Reentry Green Demonstration Program has five purposes:

- to provide federally recognized tribes with the funds to support demonstrative program services for tribal youth residing within tribal juvenile detention centers or soon to be released from such a center. Services include risk and needs assessments, educational and vocational programming, mental health services, substance abuse programs, family strengthening, recreational activities, and extended reentry aftercare to help successfully reintegrate the youth into the tribal community. Services should not supplant existing program operations, but demonstrate innovative models.

- to support tribes' efforts to partner with universities and organizations that can help them develop and implement green technologies and environmentally sustainable activities as part of their reentry program.
- to enhance existing data systems, advance technology, and improve reporting capacity for federally recognized tribes to comply with the Government Performance and Results Act, Pub.L. 103-62, and in responding to the performance measures listed in this solicitation.
- to identify and support the ability of federally recognized tribes to implement, monitor and maintain tribal juvenile detention standards.
- to provide opportunities for federally recognized tribes to develop financial partnerships with universities and/or green organizations for long-term environmental benefit, as well as economic advantage and cost-savings.

- **Award Information**

OJJDP will make up to three awards of up to \$700,000 per award for a project period of 48 months. The award amount will cover the entire requested project period. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that any awards under this solicitation will be made by September 30, 2009.

**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 any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise and for the work that is to be done.

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

**Other Conditions**

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

**Tribal Resolution.** OJJDP requires each federally recognized tribe that seeks an award under this solicitation to provide a tribal resolution. OJJDP requires that all applications must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If a tribal consortium submits the application on behalf of two or more tribes or the grant will benefit more than one tribal entity, the applicant

must include a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity.

As this solicitation will be open for less than 60 days, applicants who cannot provide a signed tribal resolution for each federally recognized tribe to be served with their application must contact OJJDP prior to the application deadline to request an extension for submitting the tribal resolution within 30 days of receipt of award. This does not extend the application deadline.

**Letter of Commitment from Partnering University or Green Organization.** Under this solicitation, OJJDP requires applicants to include a letter of commitment from the university or organization that they intend to partner with to develop and implement the green technology and/or environmentally sustainable activity as part of the reentry program. The letter should document the expertise of the university or organization regarding staff, training, equipment, and other assistance. OJJDP will require funding recipients to submit documentation regarding the roles and responsibilities of the grantee and organizations. The letter should also provide an estimated budget of costs for the partnering organization, and these costs should be documented in the application's budget narrative (see below).

### **Memorandum of Understanding**

- **Applications from a Partnership of Tribes.** In addition to an authorizing resolution from each tribe, OJJDP requires applicants that apply as a partner with other federally recognized tribes to submit a signed memorandum of understanding (MOU) that includes an outline of each partner's role and responsibilities. If an applicant fails to submit a signed MOU as part of their application, OJJDP will eliminate the applicant from funding consideration. Any applicable MOU should be submitted as a separate attachment as stipulated in "Other Attachments," page 18.
- **Applications from Tribes that Intend To Implement the Program in a BIA Juvenile Detention Facility.** As noted under "Eligibility," page 3, federally recognized tribes that intend to implement the program for youth placed in a BIA-operated juvenile detention facility are eligible to apply for funds under this solicitation. In these instances, the applicant must include a signed MOU between the local BIA-operated facility and the applicant that states that no grant funds will be used for salaries or costs associated with the BIA facility and that the applicant has permission to provide program services and activities in the facility building and/or grounds. In general, the MOU should outline each organization's roles and responsibilities. Services should not supplant existing program operations, but should demonstrate innovative models. If an applicant fails to submit a signed MOU as part of their application, OJJDP will eliminate them from funding consideration

**Training and Technical Assistance.** Through a separate solicitation, OJJDP will fund an organization to provide training and technical assistance to recipients of funding under this initiative. This training and technical assistance will focus on the planning and implementation of programming in tribal juvenile detention facilities, reentry services for tribal youth, and building partnerships with other organizations to provide supportive services for youth and families under this initiative. The training and technical assistance provider will also assist funding recipients to strengthen partnerships with universities and/or organizations to develop and implement green technologies and environmentally sustainable activities as part of the reentry program.

OJJDP will require successful applicants to submit a tribal resolution that documents their understanding that they will work with the OJJDP-selected training and technical assistance provider to implement their program.

OJJDP will require all award recipients to attend a one-time, mandatory, OJJDP-sponsored tribal new grantee orientation meeting held in year 1 of the project in Washington, DC. OJJDP will also require applicants to attend an annual OJJDP-sponsored, regional training held in years 2, 3, and 4 of the project. OJJDP will make every effort to align group training and technical assistance opportunities with the Tribal Justice, Safety, and Wellness sessions to afford grantees cross-cutting training opportunities and collaboration.

In addition, in the first year of the project, OJJDP will provide grantees under this initiative with mandatory, intensive training and technical assistance to help them with comprehensive strategic planning and implementation of the initiative over the full 4-year period.

This training and technical assistance includes a mandatory strategic planning training in year 1 of the project. At the conclusion of the first year of the grantee's project period (September 30, 2010), OJJDP will require awardees to submit an approved strategic plan that outlines their plan to implement, monitor, and sustain the goals and objectives of their applications and documents the achievement of designated milestones. OJJDP will provide further information about training and technical assistance to successful applicants after awards are made.

**Evaluation.** This is a demonstration program and, as such, OJJDP is committed to learning whether or not the program has the intended impact on the youth and communities that receive funding. Therefore, OJJDP plans to select a national evaluator to conduct an outcome evaluation of this initiative. OJJDP will require applicants that receive funding through this solicitation to participate in the national evaluation, and they should indicate their understanding of this requirement. In addition, the applicant should plan to cooperate with the evaluator throughout the grant period. This includes meetings with the evaluator early in the grant period to establish data collection procedures and ensure that the evaluator has access to needed data (including interviews of key personnel, etc.).

### **What are Green Technologies and Environmentally Sustainable Activities?**

The field of green technology and environmentally sustainable activity is ever-growing and adapting, and therefore, it is impossible to anticipate the full breadth of activities that might be covered through this initiative. OJJDP's goal is to ensure that the technology or activity that successful applicants adopt is responsive to the tribe's culture and is environmentally viable<sup>2</sup> and economically sustainable.

Examples of basic green activities that applicants might propose adopting include: indigenous and organic farming, composting, recycling programs, and beekeeping. More complex green technology activities might include training detained and reentry youth in skills of high demand jobs to assemble and install solar panels or wind turbines. The activities listed above are examples only, and applicants should not limit themselves to this list in proposing activities for implementation. For more information, see "Resources," page 22.

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<sup>2</sup> "Environmentally viable" activities create a center of economic activity around technologies and products that benefit the environment, speeding their implementation and creating new careers that protect the planet.

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures, outlined in the table below, for which the Office will require applicants selected for funding to submit data during the grant period. OJJDP has an online system ([www.ojjdp-dctat.org](http://www.ojjdp-dctat.org)) for grantee transmittal of performance measure data. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and discuss their data collection methods. For detailed information on measures and resources, see OJJDP's Performance Measures Web page ([ojjdp.ncjrs.gov/grantees/pm](http://ojjdp.ncjrs.gov/grantees/pm)). Mandatory performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantees Provide
<p>To provide federally recognized tribes with the funds to support programmatic services for tribal youth residing within and/or being released from tribal juvenile detention centers.</p>	<p>Percentage change in number of program youth (hereafter "youth") served.</p> <p>Percent of youth who successfully complete the detention program (e.g., are successfully released from detention).</p> <p>Percent of youth exhibiting desired change in targeted behaviors (i.e., substance use, antisocial behavior, truancy, gang involvement, etc.).</p> <p>Number of youth served by the reentry program.</p> <p>Percent of youth who successfully complete the reentry program.</p> <p>Percent of youth who are employed.</p> <p>Percent of youth who are enrolled in an educational program.</p> <p>Percent increase in the number of youth who found housing.</p> <p>Percent of youth enrolled in a substance/alcohol abuse program who are assessed as needing these services.</p>	<p>During the reporting period, grantees must provide the following data:</p> <p>Number of youth served by detention program.</p> <p>Number of youth who successfully complete the detention program.</p> <p>Number of youth exhibiting desired change in targeted behaviors.</p> <p>Number of youth served by the reentry program.</p> <p>Number of youth who successfully complete the reentry program.</p> <p>Number of youth who are employed.</p> <p>Number of youth who are enrolled in an educational program</p> <p>Number of youth who found housing.</p> <p>Number of youth assessed as needing substance/alcohol abuse services.</p> <p>Number of program youth enrolled in a substance/alcohol abuse program.</p>



<p>To assist tribes to partner with organizations that can assist them in developing and implementing green technologies and environmentally sustainable activities as part of their reentry program.</p> <p>To provide opportunities for federally recognized tribes to develop financial partnerships with green organizations for long-term environmental benefit, as well as economic advantage and cost-savings.</p>	<p>Percent of youth enrolled in a mental health program who are assessed as needing these services.”</p> <p>Percent of youth who violated conditions of their release.</p> <p>Percent of youth who offend or reoffend (arrested/rearrested).</p> <p>Percent of youth recommitted to a juvenile facility for a new offense.</p> <p>Percent of youth sentenced to adult prison.</p> <p>Percent of youth involved in green technology or environmentally sustainable activities.</p> <p>Percentage change in number of green technologies implemented.</p> <p>Percentage change in number of environmentally sustainable activities implemented.</p> <p>Percentage change in number of tribal resolutions established.</p>	<p>Number of youth assessed as needing mental health services this quarter.</p> <p>Number of youth who enrolled in a mental health program.</p> <p>Number of youth who violated conditions of their release.</p> <p>Number of youth who offend or reoffend.</p> <p>Percent of youth recommitted to a juvenile facility for a new offense.</p> <p>Number of youth sentenced to adult prison.</p> <p>Number of youth involved in green technology or environmentally sustainable activities.</p> <p>Number of green technologies implemented.</p> <p>Number of environmentally sustainable activities implemented.</p> <p>Number of tribal resolutions established.</p>
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For more information about OJJDP performance measures, contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP’s online GMS. To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time

they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901, 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OJP cannot accept any application with attachments in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure the documents you are submitting are saved using “Word 97-2003 Document (\*.doc)” format. Additionally, 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.”

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.731, Tribal Youth Program; and the Funding Opportunity Number is OJJDP-2009-2237.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration.** OJP requires that all applicants for federal financial assistance, other than individuals, 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 at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form that most federal agencies use, following the instructions it provides. The applicant’s tribal president, governor, or chairman must be listed as the “Authorized Representative,” and applicants should include under “Estimated Funding,” the total funding requested for the full 4-year project period.

### 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. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/competencies. Applicants must clearly delineate the connections among these sections. For example, the applicant must directly derive the goals and objectives 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 in the jurisdiction that this project will address. The discussion must include specific problems that the project will address and any relevant local data that provide evidence that the problem exists and demonstrate the size and scope of the problem. This section should also include a description of previous or current attempts to address the problem. Specifically, the statement of the problem should include information about:

- the geographic area (e.g., reservation, pueblo, rancheria, village) and the characteristics of the tribal youth and families that the proposed project will serve.
- the name and location of the tribal juvenile detention facility or facilities around which the proposed detention and reentry program will be targeted.
- the method and instruments used for data collection, reporting, and analysis.
- current juvenile detention standards used.
- characteristics of the detention facility, including size, age, and condition of the facility and whether the federally recognized applicant tribe, BIA, or a partnership applicant tribe own and operate the facility.
- the number and characteristics of youth placed in the detention facility, including an estimate of the number of youth placed in the facility on an annual basis.
- the unmet needs of the tribal youth placed in the facility (educational, health, mental health, counseling, vocational, family strengthening, and other services), including a description of the barriers that tribal youth face to successful reentry into the community post-placement.
- the challenges the facility and surrounding tribal community face in meeting the detention programming and reentry needs of the tribal youth.

The statement of the problem should also include, as appropriate, a discussion of the number and type of incidents of juvenile delinquency and delinquency risk factors of the larger tribal community, including truancy and dropout rates, delinquency rates, poverty and education levels, unemployment rates, and other economic indicators.

**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 250 words and should briefly describe the project's purpose and identify the federally recognized tribe and the name of the tribal juvenile detention facility targeted. The abstract should briefly describe the youth population to be served and summarize the activities that the applicant will implement to achieve the project's goals and objectives. In addition, the abstract should identify the names of primary project partners (including the partnering university or local green organization) and the project's major goals and describe how the applicant will measure progress toward these goals.

The abstract should also include a statement indicating that the tribe has passed, or intends to pass, a tribal resolution in support of this application. If the tribe has not yet passed the resolution, the applicant must indicate the date that such approval is expected. In either case, the applicant must submit a draft copy of the resolution with the application (see "Tribal Resolution," page 5).

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

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 overall purpose of this demonstration program (see page 4) and of the performance measures that OJJDP will use to gauge grantees' performance.

**Goals.** Applicants must describe the program's intent to change, reduce, or eliminate the problems and challenges noted in the previous section and outline the project's goals. These goals should be consistent with the overall purpose of this initiative.

**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. Objectives should address:

- development and provision of essential services for youth placed in tribal juvenile detention facilities.
- implementation of a individualized tribal youth reentry program that ensures a minimum of 12 months of aftercare services for youth, post-placement.
- coordination with local organizations and service providers to implement the program, including a formal partnership with a university or organization that will provide the applicant with expert training, technical assistance, and guidance in the planning, identification, and development of green technologies and sustainability activities that are culturally, environmentally, and economically appropriate.

**Performance Measures.** OJJDP requires award recipients to collect and report data in support of performance measures. (see "Performance Measures," page 8.)

- **Project Design and Implementation**

Applicants must detail how the project will operate throughout the project period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Within the context of this demonstration program, reentry is envisioned as an integrative process that begins while the juvenile offender is still confined and ends with his or her successful reintegration into the community. Successful reentry is typically indicated by a lack of reoffending, but is also determined by measuring progress toward other goals that the juvenile may have (e.g., educational, family, employment, cultural, community). Under this initiative, the reentry process should begin prior to release and continue for a minimum of 12 months post-placement, to ensure that the juvenile's transition is safe and successful.

**Project Advisory Board.** Applicants should describe their plan to establish a project advisory board that may be either an existing or newly formed group. A project advisory board is most often comprised of elected officials, service providers, and key community stakeholders. If the applicant has previously received funds through OJJDP's Tribal Youth Program (TYP), the existing TYP Advisory Board may be expanded to fulfill the purpose of this project's advisory board. The board's mission is to plan, implement, and monitor the project's strategies to address the stated award goals and objectives. The applicant should describe the community linkages that the project will establish to support the program. (Community agencies and organizations may include, but are not limited to, businesses, tribal elders, youth, educational/vocational entities, churches, health and mental health agencies, hospitals, media outlets, social service agencies, and universities/colleges.)

**Services for Youth in Detention and During Reentry.** Applicants should describe how they plan to design and implement a program to meet the needs of tribal youth placed in juvenile detention facilities and following their release to their community for a minimum of 12 months post-placement. Necessary services for youth include services provided within the detention facility, as well as those provided post-placement (during the reintegration period). The applicant should discuss how the proposed activities will complement or strengthen existing services already provided. Examples of necessary services include:

- appropriate and validated assessments that identify a youth's strengths and needs.
- educational programming.
- counseling and mental health services.
- substance abuse intervention and treatment.
- family strengthening and programming that involves family members in a comprehensive reentry process.
- vocational training, job coaching, and placement services.
- physical health care and prevention services.
- recreational programming.
- coordinated supervision and comprehensive services upon release from detention.

In this part of the application, the applicant should also identify agencies, organizations, and other partners that will assist the program in providing these essential services (e.g., schools, community agencies and organizations, social service and health providers, recreational programs, vocational organizations, businesses).

**Partnership with University/Organization.** In this section of the narrative, applicants must also describe how they will partner with a university and/or organization to develop and implement at least one green technology or environmentally sustainable activity as part of the reentry program. (Note: This partnership should be documented with a letter of commitment, as described on page 6.)

During the first year of the award, OJJDP will expect grantees to work with their university and/or organizational partner(s) to conduct an assessment of the tribal community's environmental needs and interests and to review the viability of implementing different green technologies or environmentally sustainable activities. This assessment must also consider the ability of the juvenile detention center and youth to undertake the activity. The partnership is a critical component of ensuring that this assessment and viability review is conducted successfully and the partners can work together to meet their goals. OJJDP's tribal training and technical assistance provider for this initiative will provide additional planning support during this initial year. In addition, during the first year of the award, OJJDP will require the tribe and its university/organization partner(s) to participate in overall strategic planning with OJJDP and its training and technical assistance provider to ensure that planned activities are consistent with best practices in juvenile detention and reentry programming. (See "Training and Technical Assistance," page 6 and "Designated Planning Year," below, for more details).

Although grantees will conduct long-term planning in the first year of award, applicants, to be considered for funding, should identify at least one environmentally sustainable activity they can accomplish within that year. The activity should engage the youth in detention and during the reentry process. Examples might include starting a community garden, composting, or recycling activities. By the end of the first year of award, OJJDP will require successful applicants to submit a long-term plan for program implementation. This plan will include the results of the planning activity described above.

**Designated Planning Year.** OJJDP recognizes that most newly-funded projects will benefit from a start-up phase during which the program may conduct a community needs assessment, establish a shared vision and mission, create a comprehensive logic model and action plan, develop program policies and procedures, formulate data-related designs and data collection instruments and forms, and enter into partnering agreements with local organizations that may assist them in meeting the programmatic requirements of the award. OJJDP will require funding recipients to designate the first year of their award as a "planning year." During this time, OJJDP will provide newly-funded grantees with intensive training and technical assistance to assist them in developing a comprehensive strategic plan and the capacity to design and implement the program and to participate in the OJJDP national evaluation during the project period. This training and technical assistance includes attending an OJJDP-sponsored, strategic planning training in year 1 of the project period. Note that applicants should include travel costs for these sessions in their budget. During this planning year, the grantee will also work with their identified partner university or organization to conduct a community needs/interests assessment and viability review for green technology and environmentally sustainable activities.

At the conclusion of the planning year (September 30, 2010), OJJDP will require all applicants to submit a strategic plan that outlines their comprehensive plan to implement, monitor, and sustain their goals and objectives and that documents achievement of the following milestones indicating that the program has:

- conducted and analyzed an assessment that identifies the community's needs, capacity, and available resources.
- established and implemented a project advisory board.
- constructed a program logic model describing issues to be addressed and community needs, inputs and resources, activities, outputs, and short- and long-term outcomes.
- identified and established organizational partners, as appropriate, to assist with project activities.
- developed an action plan and revised timeline for the implementation phase of the project and assigned responsibility for specific tasks.
- identified specific, quantifiable measures for its outputs and short- and long-term outcomes, as described in the logic model.
- identified sources of data for its performance measures and has established memoranda of understanding, as necessary, with its partners to ensure access to and timely receipt of appropriate data.
- met with the OJJDP-designated national evaluator to establish systematic data collection and monitoring tools and procedures that enable it to track and record data.
- identified procedures for ensuring tribal juvenile detention standards are fully implemented and monitored for compliance.
- identified potential resources to assist in its sustainability efforts and has developed a comprehensive plan for sustainability.

As part of the strategic planning process, OJJDP also requires grantees to develop an evaluation support plan in consultation with OJJDP's evaluator for this initiative. OJJDP will permit grantees to use award funds in support of data collection, maintenance, and reporting, as appropriate.

This section must also discuss plans for sustainability, i.e., how the program will operate beyond the project period. Award recipients should discuss how they will demonstrate their program's effectiveness to potential private, state, and local funding sources to develop the resources to sustain the program, including the development of tribal enterprises and business ventures.

**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). Applicants must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 18.

**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)). Applicants must submit the timeline as a separate attachment, as stipulated in “Other Attachments,” page 18. On receipt of an award, a grantee may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Applicants must clearly and evidently connect management and staffing patterns to the project design described in the previous section. The application must describe the positions that the grantee will fund and qualifications that will be required of newly hired employees. Applicants must ensure that the tasks delineated in the project timeline are adequately staffed (see “Timeline,” above). Applicants must include résumés and position descriptions for key personnel, as stipulated in “Other Attachments,” page 18. Applications must provide for fiscal control and accounting procedures that ensure the prudent use and proper disbursement and accounting of project funds. Applicants must describe the experience and capability of their organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Under this section, the applicant should also discuss the capability of all partners, including the capability of the identified university/organization to conduct an assessment and viability review of appropriate green technologies and environmentally sustainable activities for the tribal juvenile detention and reentry program.

### **Budget and Budget Narrative**

Applicants must provide a budget covering the entire 4-year project period 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.

This grant can cover costs of staffing for all components of the youth detention and reentry program, including costs associated with youth programming (assessment, education, mental health and substance abuse services, family strengthening, job training, etc.). Applicants can also include costs for training of staff and youth, contracts and MOUs with partner organizations for expertise, staffing, training, and other services; supplies and equipment for the green technology or sustainability activity; and/or for youth to find employment (e.g., tools, uniforms, bins, specialized equipment); and additional training that youth may need for specialized certification or skills.

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All funds listed in the budget will be subject to audit.

- **Budget Worksheet**



The worksheet must provide the detailed computation for each budget line item, listing its cost and showing how it was calculated. For example, personnel costs must show the annual salary rate and percentage of time devoted to the project for each employee paid with grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A template is available at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). The budget worksheet must address and include the following items:

- in year 1 of the project period, travel costs for two persons, representing program and fiscal staff, to attend a mandatory 3-day, OJJDP-sponsored, tribal new grantee orientation meeting in Washington, DC. Applicants should note that the maximum FY 2009 federal per diem rate for Washington, DC, is \$297 per day for meals and lodging.
- in year 1 of the project period, travel costs for four persons to attend a mandatory 3-day, OJJDP-sponsored, strategic planning training in a location to be determined.
- in years 2, 3, and 4 of the project period, travel costs for up to two persons to attend annual 3-day, OJJDP-sponsored, tribal grantee trainings in locations to be determined.
- 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.
- the purchase of one computer system with Internet access and e-mail capability to be dedicated to grant program operations, if one is not already available. Please note that in addition to the application, OJJDP requires all grantees to submit programmatic, financial, and performance measure reports electronically through an Internet-based reporting system.
- if the applicant has identified an indirect cost as part of the budget, OJJDP requires the applicant to submit a copy of their indirect cost agreement, as described below.

- **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 justify all proposed costs listed in the budget 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).

## **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than the following:

- logic model (see “Logic Model,” page 15).
- timeline or milestone chart (see “Timeline,” page 16).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and MOUs, if applicable (see “Memoranda of Understanding” and “Letter of Commitment,” page 6)
- tribal resolution, (see “Tribal Resolution, page 5).

## **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:

- Statement of the Problem (15 points)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20 points)
- Project/Program Design and Implementation (30 points)
- Capabilities/Competencies (20 points)
- Budget (15 points).

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

## **Review Process**

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP will review each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will review the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. OJJDP will screen applications initially to determine whether the applicant meets all eligibility requirements. Peer review panels will evaluate, score, and rate only those applications that eligible applicants

submit and that meet all other requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, OJP's Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, OJP's Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards, will make all final grant award decisions.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- OJP [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.

## Application Checklist

Applicants should use this checklist as part of their review of the application's completeness.

- **Application for Federal Assistance (Standard Form-424).** This form is generated by completing on-screen information in OJP's Grant Management System. A DUNS number must be included in every application for a new award or renewal of an award. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.
- **Assurances and Certifications.** The authorizing official or the designated authorizing official must review and accept electronically the assurances and certifications (see "Additional Requirements," page 19).
- **Program Narrative.** The program narrative must include the following five sections:
  1. Project Abstract
  2. Statement of the Problem
  3. Impacts and Outcomes
  4. Project/Program Design and Implementation
  5. Capabilities/Competencies
- **Budget and Budget Narrative.** The budget worksheet must present a detailed budget that itemizes all proposed costs and includes a budget narrative that justifies all proposed costs.
- **Other Program Attachments.** The other program attachments must include the following elements:
  1. Annualized project timeline
  2. Résumés of key personnel
  3. Job descriptions
  4. Letters of support/commitment (if applicable)
  5. Tribal resolution (if applicable).

Applicants should refer to corresponding sections in this announcement to determine the specific contents of each of these attachments.

## Resources

Tribal Energy Program  
Energy Efficiency and Renewable Energy Office  
U.S. Department of Energy  
Website: <http://apps1.eere.energy.gov/tribalenergy/>

National Renewable Energy Laboratory  
Website: <http://www.nrel.gov/>

Tribal Environmental Energy and Environmental Information Clearinghouse  
Office of Indian Energy and Economic Development  
U.S. Department of the Interior  
<http://teeic.anl.gov/>

Federally Recognized Tribes Extension Program  
Cooperative State Research, Education and Extension Service  
U.S. Department of Agriculture  
Website: [http://www.csrees.usda.gov/nea/education/in\\_focus/multicultural\\_if\\_indian.html](http://www.csrees.usda.gov/nea/education/in_focus/multicultural_if_indian.html)

Green Engineering Webpage  
U.S. Environmental Protection Agency  
Website: <http://www.epa.gov/oppt/greenengineering/>

National Resources and Environment Website  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
Website: <http://www.csrees.usda.gov/nea/nre/nre.cfm>

Sustainable Agriculture Research and Education Program  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
Website: <http://www.csrees.usda.gov/sustainableagriculture.cfm>