



# OKLAHOMA JUVENILE AFFAIRS

**APPLICATION, MATERIALS, FORMS, AND INSTRUCTIONS  
FOR  
DELINQUENCY PREVENTION FUNDING FOR TRIBAL YOUTH  
PROGRAMS  
AWARDED BY THE  
STATE ADVISORY GROUP  
ON  
JUVENILE JUSTICE AND DELINQUENCY PREVENTION**

**GRANT APPLICATIONS DUE:**

Applications must be received no later than 11:59 PM CST on  
Friday, November 8, 2024

Submit applications to: [ojdpgrants@oja.ok.gov](mailto:ojdpgrants@oja.ok.gov).

**Solicitation Title: Tribal Youth Programs**  
**State Program Designator: 19-TYP**  
**Title: Tribal Youth Programs**  
**Standard Program Area: 24-Tribal Youth Programs**  
**Application Deadline: November 8, 2024 at 11:59 p.m.**

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**GRANT APPLICATION INSTRUCTIONS & FORMS**  
**Office of Juvenile Justice and Delinquency Prevention**

## I. GENERAL INFORMATION

### A. Program Description Overview

The Oklahoma State Advisory Group on Juvenile Justice and Delinquency Prevention (“SAG”)<sup>1</sup> is seeking proposals for grant funding.

Funds are available through the Juvenile Justice and Delinquency Prevention (“JJDP”) Formula Grant Program<sup>2</sup>, a federal grant program under the United States Department of Justice. This year, the SAG will award funds for the purpose of delinquency prevention.

### B. Eligibility

1. This solicitation is open to all public agencies, including, but not limited to, units of local government, school districts, Tribal Nations, and private non-profit organizations, or institutions which operate primarily for scientific, educational, public service, charitable, or similar secular public purpose, which are not under public supervision or control, and which have been held by the IRS to be tax-exempt under the provisions of section 501(c)(3) of the Internal Revenue Code.
2. Private Non-Profit Organizations: Pursuant to 28 CFR § 31.301(b)(4), to be eligible for tribal pass-through funding, all non-profit organizations must (i) be designated by a Tribal Nation(s) on the “Designation of Organization to Utilize Tribal Funds”, Form 10; and (ii) certify in writing that it has applied for and been denied funding by a unit of local government.
3. No person shall be excluded from participation, be denied the benefits, or be otherwise subjected to discrimination or denied employment in connection with the awarding of grants on the grounds of race, religion, color, national origin, sex, sexual orientation, or disability.

### C. Contact Information Grant Period and Renewal Periods

Successful applicants will receive a contract for the period of **date of contract signature** to June 30, 2025. The contract may be renewed for up to two (2) additional contract periods if applicable performance measures show progress toward goals, contract requirements are met, and federal Title II funding is available.

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<sup>1</sup> The SAG consists of members from the public and private sector, all of whom are appointed by the Governor. The SAG will be responsible for recommending funding for this formula grants.

<sup>2</sup> For statutory authority, see The Juvenile Justice and Delinquency Prevention Act, [34 U.S.C. § 11101](#) *et seq.*

#### **D. Funding Availability for Urban and Rural Areas**

It is the intention of the SAG to ensure that funds will be awarded to rural areas as well as urban areas. In that effort, allocations will be distributed among geographical areas.

#### **E. Target Population**

Tribal youth in need of culturally relevant protective factors to strengthen and support efforts to prevent delinquency or further justice involvement.

#### **F. Funds Available for Award**

The SAG has \$520,000.00 that may be divided among awarded participants.

#### **G. Purpose**

Current data demonstrates the need for culturally relevant tribal youth intervention and prevention programs in Oklahoma. These programs strengthen youth development and help build strong families and stronger ties to the tribal community. Lack of adequate programming can lead to problems such as juvenile delinquency, truancy, substance abuse and, eventually, to high rates of incarceration in the adult correctional system.

#### **H. Focus**

The SAG will use the following standards to review Grant Proposals ("Proposal"):

1. Applicants that are proposing the use of evidenced-based or promising programs to address the problems identified in Section J;
2. Proposals that demonstrate the ability to measure outcomes and successes. This data will be used to determine if a program is eligible to receive grant renewals and/or to participate in future grants; and
3. Proposed programs that address the four (4) core protections of the Juvenile Justice and Delinquency Prevention Act ("JJDP Act") for youth in their juvenile justice policies and practices. The four (4) core protections are 1. Deinstitutionalize status offenders (DSO), 2. Adult jail and lock-up removal, 3. Sight and sound separation, and 4. Racial and ethnic disparities.

#### **I. Goals**

To support evidence-based or promising delinquency intervention and prevention programs that reflect indigenous traditions and culture, are trauma-informed, reflect the science of adolescent development, and are designed to meet the needs of youth at risk of delinquency.

## **J. Objectives**

1. To provide funding for evidenced-based or promising programs targeting tribal youth ages ten (10) to seventeen (17).
2. To increase the involvement of youth in the planning and implementation of programming.
3. To increase the involvement of adults as allies for youth in the development of delinquency prevention and intervention programming, practices, and policies.
4. To support tribal nations in developing alternatives to the use of adult jails as a detention option for tribal youth.

## **II. GRANT PROPOSAL PACKET REQUIREMENTS**

As used here, program refers to the collective programmatic elements proposed in the application packet. Any questions concerning completion of the forms must be submitted to [ojdpgrants@oja.ok.gov](mailto:ojdpgrants@oja.ok.gov). Please allow for a twenty-four (24) business period for a response.

### **A. General Information and Instructions**

1. Complete the requirements listed below including completion of forms and inclusions of attachments.
2. Documents must be submitted in a .pdf format and, when applicable, with electronic signatures.
3. A **mandatory virtual** meeting will be scheduled for a presentation of the grant application to the selection committee. Presentations are limited to five (5) minutes. No handouts, power points or props are allowed. A short question and answer session will follow the presentation.
4. Incomplete Proposals and/or Proposals received after the deadline will **not** be reviewed. Proposals must be submitted according to the submission instructions, or they **will not** be accepted.
5. Any Proposals selected for funding will be incorporated into a contract.
6. Proposals must be signed by a person duly authorized to execute and legally bind the organization to contractual obligations. Unsigned Proposals will be rejected.

## **B. Application**

### 1. Project Information Summary

- a. Fill out requested information.
- b. Verification of Registration or Assignment of a Unique Entity Identifier (UEI) must be included in the application. To register go to <https://sam.gov/content/home>.

### 2. Project Narrative

#### a. Description of the Issue

Describe the nature and scope of a problem that needs to be addressed. Include supporting documentation, such as data to provide evidence that the problem exists, demonstrate the size and scope of the problem on the target population and the larger community. Briefly identify and describe the geographic location where the need exists and population to be served. Cite any research or evaluation studies that relate to the problem and support solutions. Youth, family, and community voice, culturally relevant materials, and other unpublished local sources may be explored when available.

#### b. Project Design and Implementation

Describe the project and the strategy to address the items highlighted in the Description of the Issue. The Design and Implementation plan must include a process for developing or using an existing Youth Advisory Council ("YAC"), the council's role in the design and implementation of the project. Additionally, please detail how project staff will partner with the council and the plan to include their input and recommendations throughout the project.

OJJDP Model Programs Guide - <https://ojjdp.ojp.gov/model-programs-guide/home>

Blueprints Programs - <https://www.blueprintsprograms.org/program-search/>

#### c. Goals, Objectives, and Deliverables

##### i. Goals

Describe the project's intent to change, reduce, or eliminate the problem identified in the Description of the Issue.

ii. Objectives

Define objectives to accomplishing the goals. Objectives are specific, measurable actions to reach the project's desired results. Create timelines clearly linked to accomplishing the Goals and include targeted dates of completion. Please discuss the YAC's role in the process.

iii. Deliverables

Define and document project deliverables. Create timelines clearly linked to accomplishing the Deliverables and include targeted dates of completion. Deliverables refer to both tangible and intangible outputs. Please discuss the YAC's role in the process.

a. Tangible Outputs for example can refer to reports or a website.

b. Intangible Outputs for example can refer to greater feels of safety report by the community.

d. Data

i. Describe your plan for collecting and tracking data related to the projective narrative and how the data will be used to guide implementation and evaluate impact. What internal controls will be in place to ensure the accuracy of the data. Discuss how the YAC will be involved in the collection and/or review of the data include the frequency of their participation in the process.

ii. Review Form 3. Describe your plan for collecting and tracking data for the OJJDP Output Performance Measures. What internal controls will be in place to ensure the accuracy of the data. Discuss how the YAC will be involved in the collection and/or review of the data include the frequency of their participation in the process.

e. Capabilities and Competencies

i. Describe the roles and responsibilities of project staff related to the information and their roles in the items addressed in the project narrative. Explain the project's organization structure and operations. Management and staffing should be clearly connected to the project.

ii. If applicable, please include any successes or experience in management and fiscal matters.

- iii. Provide policy and procedures ensuring it is consistent with special conditions for suitability of adults interacting with participating minors.
- iv. If not covered by policy or procedure, please describe your procedures for screening/conducting background checks, as federal and state law requires every adult working with youth pass a background check.
- v. If applicable, please provide a disclosure statement and explanation of any board member or principal of the applicant agency has ever been convicted of a felony or a misdemeanor involving moral turpitude.

f. Partnerships

Identify any community partners, organizations and/or other agencies that may be instrumental in assisting with programming. Please describe the level of involvement and collaboration of the identified organizations. For example, agencies that may be a source of referrals, may provide *pro bono* services to participants, or provide participants with follow-up services.

**C. Establishment of a Youth Advisory Council**

If the applying agency does not already have a Youth Advisory Council (“YAC”), one must be established during the first quarter of the award year and continue to meet throughout the year. The YAC will oversee the implementation of the project and any modifications or changes needed. They will be involved in the decision making when the organization reapplies for continuation funding. The details of the YAC will need to be completed on Section III of the Application.

**D. Program Budget**

Applicant must complete the Excel Workbook in the format provided. The Budget Summary page and each budget category must be concise and complete. The Authorized Official must complete and initial the “Other” page of the budget workbook and submit with the entire document.

**E. Checklist of Required Grant Proposal Documents**

1. Forms

Form 1 – Application

Form 2 – Excel Budget Summary, Budget Categories, and Other Page with Initials of Authorized Officials

Form 3 – OJJDP Performance Measures



- Form 4 – Certification and Agreement to Standard Conditions
- Form 5 – Certification of Suitability to Interact with Minors
- Form 6 – U.S. Department of Justice (“DOJ”) Certifications
- Form 7 – DOJ Financial Capability Questionnaire
- Form 8 – DOJ Office of Justice Programs Civil Rights Checklist
- Form 9 – Office of Management and Budget Civil Rights Certification
- Form 10 (*if applicable*) – OJJDP Designation of Organization

2. Attachments

- Attachment 1 - Certification Letter from CPA, see Sample Example Letter 1
- Attachment 2 – Private Non-Profits: Designation by Tribal Nation(s) Form (Form 9) and Unavailability of Funds, see Sample Example Letter 2
- Attachment 3 – Submit a copy of your State of Oklahoma Not for Profit Certificate of Incorporation, Articles of Incorporation, and By-Laws

**III. Office of Juvenile Affairs Review**

If any of these categories are not included, the Proposal will be considered incomplete. This section must be consistent with information provided in Sections I and II. Each Proposal will be reviewed on completeness.

- A. Every Proposal submitted will be reviewed by members of OJA’s JJDP Unit for completeness of the application and an overview of Application’s scope. Incomplete Applications **will not** be forwarded to the appropriate SAG subcommittee (“Subcommittee”).
- B. The staff of the Finance Department of OJA will review Form 2 for comprehensiveness and reasonableness.
- C. After OJA’s review process, complete applications will be assigned to the appropriate Subcommittee.

**IV. SAG SCORING AND AWARD PROCEDURES**

Each Proposal will be independently reviewed and scored based on the criteria outlined in Section V of this grant application by a minimum of three (3) SAG members.

## A. Scoring

### 1. Application

#### a. Project Narrative

##### i. Description of the Issue

Evaluate the applicants understanding of the program/issue to be addressed. Consider the supporting data or evidence for the proposed program. Does the research or evidence to support the issues identified? Did the Description use informal research? Was culturally relevant research used?

##### ii. Project Design and Implementation

Evaluate the strength of the Design and Implementation plan. Did the plan include youth involvement in the development and implementation of the proposed project. Did the plan consider the proposed solution(s) to address the issues identified in the Description of the Issues.

##### i. Goals, Objectives and Deliverables

###### a. Goals

Evaluate if Goals are linked to the Design and Implementation process and reasonable and realistic, and YAC inclusion.

###### b. Objectives

Evaluate if Objectives are linked to the Goals, measurable, and have reasonable timelines.

###### c. Deliverables

Evaluate if Deliverables were defined, included tangible and intangible outputs, and included documented timelines.

##### ii. Data

Evaluate the applicants understand of data reporting, inclusion of the YAC in the collection process, OJJDP Performance Measures, and the plan to collect and report data.

##### iii. Capabilities and Competencies

Evaluate the administrative capacity to successfully accomplish the identified Goals, Objectives, and Deliverables and managing the federal funds.

##### iv. Partnerships

This section will be rated by the described plan to collaborate effectively with community partners, organizations and/or other agencies that may be instrumental in assisting with programming.

**B. Award Procedures**

1. Based upon each Proposal's score, a final ranking of applicants will be developed by the Subcommittee.
2. Based upon the ranking, the Subcommittee will make recommendations for funding to the SAG. The SAG may or may not approve a Subcommittee's recommendation. The SAG may direct the Subcommittee to reconvene to gather and consider additional information and compile a new set of recommendations.
3. The final recommendations for funding will be presented by the Chairman of the SAG, or designee, to the Board of Juvenile Affairs for review and approval.
4. All applicants will be notified no later than one week after the Board of Juvenile Affairs' final action.

**Please Note:** All Grant Proposal reviews, scores, and rankings will become public information available for inspection in accordance with the Oklahoma Open Records Act.

END of RFP-----