



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) (www.ojp.usdoj.gov/ojjdp), is pleased to announce that it is seeking applications for its FY 2006 Congressional Earmark Program. This program furthers the Department's mission by providing grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention Act of 2002 to organizations identified in Public Law 109-108, the Science, State, Justice, Commerce, and Related Agencies Appropriations Act, 2006.

OJJDP FY 2006 Congressional Earmark Program

Eligibility

Applicants are limited to agencies and organizations that have received an invitation to apply under this program. Applicants should confirm that this program solicitation is the one listed on their invitation letter before applying. All other applications will not be processed.

(See "Eligibility," page 3.)

Deadline

All applications are due by 8:00 p.m. e.t. on April 17, 2006.

(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Donn T. Davis, Branch Chief, at 202-353-7331 or Donn.Davis@usdoj.gov.

This application must be submitted through [OJP's Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901.

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OJJDP FY 2006 Congressional Earmark Program

CDFA # 16.541

Overview

The OJJDP FY 2006 Congressional Earmark Program was established to provide grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention Act of 2002 to organizations identified in Public Law 109–108, the Science, State, Justice, Commerce, and Related Agencies Appropriations Act, 2006.

Please visit <http://www.ojp.usdoj.gov/fundopps.htm> for information on other funding opportunities from the Office of Justice Programs.

Deadline: Registration

The [GMS](#) registration deadline is 8:00 p.m. e.t. April 3, 2006 (extended from March 1).

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. e.t., April 17, 2006.

Eligibility

OJJDP will only accept applications for OJJDP FY 2006 Congressional Earmark Program from agencies and organizations that have received an invitation to apply under this program. Applicants should confirm that this program solicitation is the one listed on their invitation letter before applying. **All other applications will not be processed.**

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against 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 assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund 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 funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance requirements (see “Additional Requirements”).

Program-Specific Information

The Office of Juvenile Justice and Delinquency Prevention will only accept applications for OJJDP FY 2006 Congressional Earmark Program from agencies and organizations that have received an invitation to apply under this program. Applicants should confirm that this program solicitation is the one listed on their invitation letter before applying. All other applications will not be processed. OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantees will provide and submit semi-annual progress reports in the Grants Management System (GMS).

Purpose

The OJJDP FY 2006 Congressional Earmark Program was established to provide grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention Act of 2002 to organizations identified in Public Law 109–108, the Science, State, Justice, Commerce, and Related Agencies Appropriations Act, 2006.

Goals, Objectives, and Deliverables

OJJDP will offer funding to organizations that provide program activities in support of OJJDP’s mission to “[provide] national leadership, coordination, and resources to prevent and respond to juvenile delinquency and victimization. OJJDP supports states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds offenders accountable, and provides treatment and rehabilitative services tailored to the needs of juveniles and their families.” OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantees will provide and submit semi-annual progress reports in the Grants Management System (GMS).

Award Information

Awards will be made in the form of grants or cooperative agreements. The award project and budget period for all grants must be a minimum of one year and maximum of three years. There is no match requirement.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. To ensure compliance with GPRA, OJJDP will require grantees to collect and report data which measure the results of the program implemented with this grant.

The grantee is required to outline the specific goals and objectives of the project, and these goals and objectives should be clearly connected to the problems identified in the narrative.

To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the specific project, OJJDP has developed the following online resource available for use by applicants in selecting their performance measures: <http://ojjdp.ncjrs.gov/grantees/performance.html>. In addition, individual assistance in identifying goals, objectives and selecting performance measures can be provided upon request.

The following performance measures are required, given the specific type of program funded. Based on the grantee's program type, the grantee should select the performance measures below that reflect the grantee's program goals and objectives.

| Objective | Performance Measures | Data Grantee Provides |
|---|---|---|
| <p>The program objectives will depend upon the specific project funded. Generally, most projects can be classified into one or more of the following categories:</p> <p>Direct Service Prevention Program. Examples of objectives may include prevention of delinquency risk behaviors, improvement in family functioning, or prevention of child victimization (including abuse and neglect).</p> <p>Direct Service Intervention Program. Examples of objectives may include intervening with delinquent youth or status offenders and/or system-involved families.</p> <p>Systems Improvement Project (includes training and technical assistance). Examples of objectives may include to enhance organizational capacity,</p> | <p>These will differ, depending on the specific program goals and objectives. Examples are below.</p> <p>Direct Service Program (Prevention and/or Intervention)</p> <p>Number of program youth and/or families served</p> <p>Number of service hours completed by program youth and/or families.</p> <p>Number of program youth who offend or reoffend.</p> <p>Number of program youth and/or families exhibiting desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, antisocial behavior, school attendance, gang involvement, etc.)</p> <p>Systems Improvement project</p> <p>Number of MOUs developed between agencies and organizations</p> | <p>OJJDP is developing an online reporting system so that grantees will be able to submit data to OJJDP electronically.</p> <p>Direct Service Program (Prevention and/or Intervention)</p> <p>Number of program youth and/or families served</p> <p>Number of service hours completed by program youth and/or families.</p> <p>Number of program youth who offend or reoffend (arrested/rearrested or seen at juvenile court for a new offense).</p> <p>Number of program youth and/or families exhibiting desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, antisocial behavior, school attendance, gang involvement, etc.)</p> <p>Systems Improvement project</p> <p>Number of MOUs developed between agencies and organizations</p> |

| | | |
|--|---|---|
| <p>improve program quality, and improve system effectiveness through provision of training and/or technical assistance. Development of training curricula is not included in this category (see below).</p> | <p>Number of program materials developed</p> <p>Number of planning activities conducted</p> <p>Percent of program staff trained</p> <p>Number of program policies changed, improved or rescinded</p> <p>Number of youth and/or families with whom a best/research practice was used.</p> | <p>Number of program materials developed</p> <p>Number of planning activities conducted</p> <p>Number of program staff trained, compared to total number of program staff</p> <p>Number of program policies changed, improved or rescinded</p> <p>Number of youth and/or families with whom a best/research practice was used.</p> |
| <p>Research and Development (Research, Evaluation and/or Statistics Projects and development of Training Curricula). Examples of objectives may be to measure the effectiveness of a prevention program, to enhance understanding of a specific issue related to juvenile justice, and/or to develop a training guide for the juvenile justice field.</p> | <p>Research and Development</p> <p>Number of deliverables (e.g., reports, curricula, manuscripts) completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence. (As determined by OJJDP project manager and management.)</p> | <p>Research and Development</p> <p>Number of deliverables to be submitted to OJJDP. Deliverables will differ depending upon the specific project.</p> <p>Number of deliverables (e.g., reports, curricula, manuscripts) completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence. (As determined by OJJDP project manager and management.)</p> |

How To Apply

Grants Management System Instructions. Applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to <http://www.ojp.gov/fundopps.htm> and refer to the GMS Application Procedures Handbook, a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at 1-888-549-9901.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.541, titled "OJJDP FY 2006 Congressional Earmark Program."

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) 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 keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Application for Federal Assistance (SF-424)

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most federal agencies.

Applicants will need to provide the following information to complete the SF-424:

- ❖ *DUNS Number.* Applicants must have a DUNS number before beginning the application process. Applicants can request a free DUNS number by calling 866-705-5711 or online at <https://eupdate.dnb.com/requestoptions/government/ccreg/>.
- ❖ *CFDA Number.* The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation, Developing, Testing and Demonstrating Promising New Programs, is 16.541.
- ❖ *Type of Application.* Select “New” in the drop-down menu for “Type of Application.”
- ❖ *Authorized Representative.* Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly in the GMS system. The authorizing official is the individual authorized to accept grant funds in the applicant’s organization. If the individual applying online is not the applicant organization’s signing authority, that individual must list the authorizing official’s name and contact information where appropriate.

Assurances and Certifications

To receive federal funds under this program, applicants are required to review and accept the Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement. To accept the Assurances and Certifications in GMS, applicants should select the Assurances and Certifications link and click the “Accept” icon at the bottom of the screen. Applicants should verify that the contact information for their authorizing official is correct.

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, use a standard 12-point font (Times New Roman is

preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages “1 of 25,” “2 of 25,” and so forth.) Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) project design; and (5) management and organizational capability. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

Project Abstract. The project abstract should not exceed 200 words. It should briefly describe the project’s purpose, identify the population to be served using grant funds, 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 “Goals, Objectives, and Performance Measures” below), and the abstract should also describe how progress towards these goals will be measured. Finally, the abstract must contain a brief description of the connections between the project’s activities and potential reductions in juvenile delinquency, child maltreatment, or other long-term goals. (See “Sample Project Abstract,” page 13.)

Statement of the Problem. Applicants must briefly describe the nature and scope of the problem in the jurisdiction to be addressed by this project (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Local 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.

Goals, Objectives, and Performance Measures. Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project’s goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

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

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

Performance Measures—Award recipients are required to collect and report data in support of performance measures. (See “Performance Measures,” page 4.) Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see “Project Design” below) associated with this grant.

A logic model is a useful tool to use to illustrate how the chosen performance measures are related to the specific problems, goals and objectives, and design associated with the grant. (See “Project Design,” below.) To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed the following online resource for applicants to use in selecting performance measures: <http://ojjdp.ncjrs.gov/grantees/performance.html>.

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

The project design section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program’s target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

Applicants should include a logic model that graphically illustrates the connections between goals, objectives, and program activities. Sample logic models are available at <http://ojjdp.ncjrs.gov/grantees/performance.html>.

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

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

Finally, applicants should describe any research or evaluation studies that support the entire project design, or any of its components. Previous research related to the applicant’s selected problem area should also be noted to indicate the applicant’s understanding of the causes of—and potential solutions to—the problems to be addressed. A reference list that may prove helpful in this regard can be accessed at <http://www.ojjdp.ncjrs.org/researchreferences>.

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

Management and Organizational Capability. Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations.

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

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.

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **Budget Detail Worksheet.** The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should 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. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Please note: All funds listed in the budget will be subject to audit. Total costs specified in the complete budget must match the amount provided in the Estimated Funding section of the Project Information screen in GMS.

Other Attachments

Applicants must submit the following materials in a single file as an attachment to their GMS application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- ❖ Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using “Year 1,” “Month 1,” etc. (See “Sample Project Timeline,” page 14.)
- ❖ Résumés of all key personnel.
- ❖ Job descriptions outlining roles and responsibilities for all key positions.
- ❖ Letters of support/commitment and memorandums of understanding (where appropriate).

- ❖ **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, GMS applicants must provide the following two items of information on the geographic area served by the funded activity (“service area”) in the formats specified below:
- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)

ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)

ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Sarah Breen at Sarah.Breen@usdoj.gov.

Additional Requirements

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including the following:

- ❖ Civil Rights Compliance
- ❖ Confidentiality and Human Subjects Protections regulations
- ❖ 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 or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide (<http://www.ojp.usdoj.gov/FinGuide/>)
- ❖ Suspension or Termination of Funding

- ❖ Funding to Faith-based and Community Organizations (if applicable)
- ❖ Non-profit Organization
- ❖ Government Performance and Results Act (GPRA)
- ❖ Rights in Intellectual Property

Applicants are strongly encouraged to review the information pertaining to the above additional requirements prior to submitting their applications. Information about these requirements is available on the OJP Web site at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

Accounting System and Financial Capability Questionnaire

To ensure that all grantees can properly discharge the public trust which accompanies the authority to expend public funds, all nonprofit and commercial organizations that have not previously received an award from OJP are required to complete a financial capability questionnaire. Adequate accounting systems must meet the criteria as outlined in the OJP Financial Guide. If applicable, applicants should submit this questionnaire as a component of their application. Financial statements are required. The Accounting System and Financial Capability Questionnaire form can be downloaded from OJP's Web site at <http://www.ojp.usdoj.gov/forms.htm>. The completed questionnaire and required financial statements should be faxed to GMS at 202-354-4147. The application number should be clearly legible on each page.

Attachment A: Sample Project Abstract

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.

Attachment B: Sample Project Timeline

| Month | Project Goal | Related Objective | Activity | Expected Completion Date | Person Responsible |
|-------|--|---|--|--------------------------|---------------------------------|
| 1 | Off-track student A begins garden/computer courses; students B and C begin homework/ tutoring. | Off-track students receive educational input when out of school, become reinvested in learning, and develop new skills in project areas. On-track students notice improvement in grades, attendance and mathematics and literacy skills. | Students designate and complete a certain project in these fields and learn about biology, math, art, design, and literacy through hands-on activities and active participation in a creative educational endeavor. On-track students receive individualized homework help and tailored "game-plan" for improved grades and attendance. | End of month 2. | Project Director, Alice Smith |
| 2 | Identify and provide counseling for at-risk students. | Provide individual and group counseling for up to 200 identified at-risk students. Referrals are ongoing throughout the school year. | Begin student referral process. Form 15 student peer groups consisting of 10 students and facilitated by coordinators who meet weekly throughout the year. | Ongoing. | Project Director, Alice Smith |
| 3 | Evaluation | Track student progress. | Administer quizzes and portfolio assessments, project progress assessment. Begin teacher check-ins, grade assessment, progress reports. | End of month 6. | Program Coordinator, John Smith |
| 4 | | | | | |
| 5 | | | | | |