



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 funding to provide training to state advisory group members. This program furthers the Department's mission by supporting the work of state advisory groups that define juvenile justice within each state.

OJJDP FY 2007 State Advisory Group Training Grant

Eligibility

OJJDP invites public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and/or private organizations (including secular and faith-based nonprofit organizations) to apply for this cooperative agreement. Private for-profit organizations must agree to waive any profit or fees.

(See "Eligibility," page 3)

Deadline

All applications are due by 8:00 p.m. E.T. on August 18, 2006.

(See "Deadline: Applications," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Chyrl Penn, Deputy Associate Administrator, State Relations and Assistance Division, at (202) 307-5924 or Chyrl.Penn@usdoj.gov.

Applicants must submit their applications through Grants.gov. The funding opportunity number is 1404. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

CONTENTS

Overview.....	3
Deadline: Registration	3
Deadline: Application.....	3
Eligibility.....	3
Program-Specific Information	4
Purpose.....	4
Goals, Objectives, and Deliverables	4
Award Information	5
Performance Measures.....	5
How to Apply	6
What an Application Must Include.....	6
Application for Federal Assistance (SF-424).....	6
Assurances and Certifications	6
Budget.....	7
Program Narrative.....	7
Organizational Structure/Capabilities	9
1. Organizational and management expertise	9
2. Key personnel qualifications	10
4. Administration and management	11
5. OJJDP’s quality assurance surveillance plan.....	11
6. Meetings with the awardee	11
7. Awardee reports	11
Other Attachments.....	12
1. Project timeline.....	12
2. Geographic information	12
Selection Criteria.....	12
Review Process	13
Additional Requirements	13
Appendix A: Application Checklist	14
Appendix B: Grants.gov Registration Checklist	15

State Advisory Group Training Grant

CDFA Number: 16.540

Overview

Federal legislation requires the governor of each state and territory to establish a state advisory group (SAG) comprised of members who have the training, experience, or special knowledge concerning the prevention, reduction, and treatment of juvenile delinquency and the administration of juvenile justice. SAGs play a critical role in defining juvenile justice within their respective states. The SAG in each state sets priority areas and develops a 3-year plan based on an analysis of local crime statistics, gaps in related systems, trends within the state, and identified need. SAGs perform other functions and continually strive to improve the juvenile justice systems within their states.

The Juvenile Justice and Delinquency Prevention Act (JJDP) of 2002, 42 U.S.C. Sec. 5631, et.seq., authorizes the Administrator, Office of Juvenile Justice and Delinquency Prevention (OJJDP), to provide training and financial assistance to SAGs appointed under 42 U.S.C. Section 5633 (a)(3). OJJDP has elected to pursue its training mission through the award of a cooperative agreement to an organization that will conduct annual training conferences of SAG representatives to disseminate information, data, standards, advanced techniques, and program models.

Deadline: Registration

The [Grants.gov](#) registration deadline is July 28, 2006.

Deadline: Application

The due date for applying for funding under this announcement is August 18, 2006.

Eligibility

OJJDP invites public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and/or private organizations (including secular and faith-based nonprofit organizations) to apply for this cooperative agreement. Private for-profit organizations must agree to waive any profit or fees.

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 community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible cooperative agreement activities. DOJ will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, DOJ will treat these groups on an equal basis with all other awardees in the administration of such awards. DOJ will not discriminate for or against any eligible applicant or

awardee 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. Faith-based groups, however, may not use DOJ grant awards 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 funds; rather, the awardee must separate such religious activity in time or place from the DOJ-funded program. Further, individuals receiving services must voluntarily agree to participate in such activity. Programs that DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

OJJDP encourages applicants to review the Civil Rights Compliance requirements (see "Additional Requirements").

Program-Specific Information

Purpose

The winning applicant shall develop, enhance, refine, and manage state advisory group training to support effective collaborative working relationships with OJJDP and SAG members. As a key competitive factor, applicants must identify how they will implement the identified tasks, describe how they will deliver the training they develop, and determine the cost efficiencies they will achieve in the management and staffing of the program. OJJDP encourages applicants to present creative and innovative concepts on how they will implement the overall project, with the understanding that OJJDP will ultimately direct and approve all activities. Applicants may present alternative approaches, but they should support them with solid reasoning why their alternative constitutes an improvement over the suggested approach. OJJDP anticipates modifying tasks and specifications within tasks as the Office identifies training needs, and the OJJDP program manager must approve all such changes. The awardee must clearly identify OJJDP in all documents, trainings, and other materials produced for the purpose of this cooperative agreement as the federal agency responsible for said product.

The winning applicant shall provide all personnel, equipment, tools, materials, supervision, and other items and activities needed to perform the tasks, as defined. The awardee shall coordinate and/or perform all tasks described. The awardee will have access to the records, files, and information technology, (e.g., Web site and materials) of the prior contractor and will have access to appropriate OJJDP records and staff in carrying out its tasks under this project.

Goals, Objectives, and Deliverables

The goal of this cooperative agreement is to facilitate the design and delivery of high-quality, innovative OJJDP-supported training to all SAG members.

Award Information

This is a cooperative agreement not-to-exceed \$500,000 for a 1-year period. The performance period for the requirements set forth is 1 year from the date of award. Based upon performance, OJJDP may provide a supplement to this award.

Note: The awardee shall not collect either membership dues or conference registration fees to support this cooperative agreement and its tasks.

Performance Measures

The awardee shall establish a performance-based quality control plan to ensure that the tasks under the cooperative agreement are performed efficiently and effectively in accordance with the requirement, as specified. This quality control plan should also ensure that the awardee has integrated sufficient cost controls into the process of performing the required tasks. Additionally, this section identifies specific performance measures for this cooperative agreement that the awardee must address, including how the awardee will collect the data to report on performance measures. The awardee shall provide an updated copy of the quality control plan to OJJDP upon award of the cooperative agreement. The awardee shall submit any problems concerning the quality control plan on an annual basis prior to exercising an option period.

To assist in fulfilling DOJ'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. Performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantee Will Provide
<p>Training. The overall goal of this cooperative agreement is to facilitate the design and delivery of innovative OJJDP-supported training to state advisory group members through the development of a centralized mechanism for OJJDP to deliver such training.</p>	<p>Training</p> <ul style="list-style-type: none"> • Number of MOUs developed between agencies and organizations. • Number of program materials developed. • Number of planning activities conducted. • Percentage of SAG members trained. • Percentage of SAG members exhibiting increased knowledge of program area. 	<p>Training</p> <ul style="list-style-type: none"> • Number of MOUs developed between agencies and organizations. • Number of program materials developed. • Number of planning activities conducted. • Number of SAG members trained, compared to the total number of SAG members. • Number of SAG members exhibiting increased knowledge of the program area, based on pre- and post-training testing,

	<ul style="list-style-type: none"> • Number of program policies changed, improved, rescinded. 	<p>compared to the total number of SAG members trained.</p> <ul style="list-style-type: none"> • Number of program policies changed, improved, or rescinded.
--	--	---

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: You can find complete instructions at <http://www.ojjdp.ncjrs.org/funding/grants.html>. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

What an Application Must Include

Application for Federal Assistance (SF-424)

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use. Applicants must provide the following information to complete the SF-424:

- **DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numeric 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 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. Call 1-866-705-5711 or apply online at <http://www.dunandbradstreet.com> to obtain a number. Applicants must have a DUNS number before beginning the application process. Individuals are exempt from this requirement.
- **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.540, titled “Juvenile Justice and Delinquency Prevention Allocation to States.”

Assurances and Certifications

OJJDP requires applicants to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” to receive federal funds under this program.

Budget

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.

Match requirement: There is no match requirement for this cooperative agreement.

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

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

Indirect cost rate agreement: Please attach a copy of your current federally approved indirect cost rate negotiated agreement, if you have included indirect costs in the budget.

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.

Accounting System and Financial Capability Questionnaire: To ensure that all grantees can properly discharge the public trust that accompanies the authority to expend public funds, OJP requires all nonprofit and commercial organizations that have not previously received an award from OJP to complete a financial capability questionnaire. The applicant's 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. Applicants can download the Accounting System and Financial Capability Questionnaire form from OJP's Web site at <http://www.ojp.usdoj.gov/forms.htm>. Applicants should fax the completed questionnaire and required financial statements to GMS at (202) 354-4147. Clearly mark the application number on each page.

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 30 pages. (Please number pages “1 of 30,” “2 of 30,” and so forth.) OJJDP may deem applications that do not adhere to the required format to be ineligible.

OJJDP seeks an awardee with the appropriate blend of knowledge, experience, and ability to develop, manage, and enhance the training program. In support of this effort, the awardee shall perform the tasks outlined below:

Task 1 Develop a member-representative body of SAG members

Within 120 days, the awardee must develop a representative body of SAG members. This membership does not necessarily require all 56 states and territories, but OJJDP recommends that the membership should be diverse in its regional representation, discipline, ethnicity, and gender. The awardee shall provide OJJDP documentation that it has created the member representative body and developed a strategic plan to engage other SAG members.

Task 2 Develop and implement a strategic plan for SAG training services and the dissemination of information to SAG members

- A. The awardee must develop, implement, and enhance a strategic plan for communicating with and disseminating information to SAG members, linking SAG members to the OJJDP Web site, creating/maintaining a SAG membership database and listserv, leveraging existing OJJDP resources (e.g., Model Programs Database and Guide), and identifying other resources, when appropriate, to the field about up-to-date research and promising approaches. The awardee shall provide training that compliments existing OJJDP training for state juvenile justice specialists, thus maintaining a consistent level of information and enhancing the development of state plans and the subgrant award process. The awardee must demonstrate a capability to serve all SAG members equally.
- B. The awardee must provide full planning, with OJJDP oversight and direction and SAG input, for the coordination, logistics, and onsite meeting management support for SAG training meetings (not more than twice yearly) that facilitate networking, skill-building, and information sharing among participants. At the direction of OJJDP, the awardee may coordinate and integrate these trainings with OJJDP State Relations and Assistance Division regional or national trainings. At a minimum, these tasks will involve selecting and securing meeting locations as OJJDP determines, structuring the meeting agenda, advising on meeting content and securing presenters, working with other training providers, advertising meeting logistics, managing the registration process, and providing onsite meeting management support.

Task 3 Develop and maintain a system for monitoring consumer feedback

The awardee must administer a systematic and uniform evaluation process to allow OJJDP to assess user satisfaction with services in terms of promptness, quality of trainings, and resources. This information will inform OJJDP and the awardee about ideas for improving the provision of training, content, logistics, etc, and filling gaps in information.

Task 4 Develop, maintain, and enhance a SAG training Web site

- A. The awardee shall develop, expand, and continually update a SAG training Web site, incorporating Web-based collaborative technology. In performing this task, the awardee must demonstrate the ability to develop online communities of interest and create a communications infrastructure that enables the awardee to organize unstructured information into relevant content and deliver it to individual user groups in real time.
- B. The awardee shall provide for online requests for information regarding upcoming conferences and training events and online access to OJJDP-produced materials.
- C. The awardee shall ensure that all Web site activities comply with federal regulations.

Task 5 Develop, maintain, and continually update a best practices package

The awardee shall develop a series of best practices products on effective membership involvement for SAG members.

Task 6 Develop a plan for general project management and monthly reporting

The awardee shall develop, implement, and submit a strategic plan that provides for the efficient and effective management of all tasks identified. The plan should detail, at a minimum, ongoing activities, including staffing structures, staff rates worked on the project, and any other information critical to the operation of the cooperative agreement. The plan shall also include an approach for communicating frequently with OJJDP to discuss emerging priorities and assignments, status of products and deliverables, and strategies for overcoming obstacles to enhancing the center's overall responsiveness to OJJDP's priorities. In addition, the plan shall outline a process for monthly reporting of tasks that the program accomplishes, as well as an accounting of funds expended.

Task 7 Special projects

Occasionally, OJJDP may require that the awardee conduct special projects or develop products in support of this cooperative agreement. For example, OJJDP may wish to convene a special working group to provide feedback and product development and/or review.

Organizational Structure/Capabilities

1. Organizational and management expertise

The awardee shall provide qualified staff to perform the work described in this solicitation. OJJDP expects that the awardee's proposed staff will have practical, hands-on expertise and experience in organizing and delivering training in a juvenile justice setting; managing training programs of a national scope; accessing, synthesizing, and using data relevant to conducting needs assessments; and evaluating training conferences.

2. Key personnel qualifications

Central to the success of this cooperative agreement, key project staff must possess strong management skills to fulfill the range of tasks outlined above and meet the deadlines for developing materials and delivering resources. Key staff must demonstrate experience in program implementation, training delivery, management, marketing, youth services and juvenile justice, and the performance of other work outlined in this cooperative agreement. OJJDP expects key staff to demonstrate creativity, flexibility, and assertiveness in fulfilling this cooperative agreement. They also must demonstrate their ability to collaborate with targeted audiences and organizations upon whose support and participation the success of the effort depends. Qualifications for key staff are as follows:

- **Project director:** Minimum of a bachelor's degree and 10 years experience in managing national scope training projects with some experience in research/evaluation, juvenile justice, or developmental projects of similar magnitude and complexity in combination with training experience.
- **Assistant director/training director:** Minimum of a bachelor's degree and 6 to 8 years experience in managing training projects. This position will assist the director in supervising staff and monitoring and coordinating SAG training activities.

3. Adequate work force

The awardee must ensure that the work force at all times is adequate to perform the tasks assigned under this cooperative agreement. The awardee may use subcontracts, retainers, or consultants for functions that do not require the same level of effort at all times and might contribute to the efficiencies needed to maximize resources.

Because recruitment and retention of competent staff are critical to successful management of this cooperative agreement, OJJDP expects the awardee to maintain a salary structure that will attract and retain a stable staff complement.

DOJ regulations forbid the awardee from using non-U.S. citizens in the performance of this task or commitment for any position that involves access to or development of any DOJ information technology system. By signing this agreement or commitment document, the awardee agrees to this restriction.

- A. OJJDP approval of awardee staff.** OJJDP reserves the right to review the qualifications of and approve all staff selected to work on the cooperative agreement before assignment.
- B. Key personnel and level of support.** OJJDP considers the personnel the awardee specifies in the technical proposal to be key personnel who are essential to the work being performed. Prior to diverting any of these specified individuals to other programs, the awardee shall notify the program manager 30 days in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit OJJDP to evaluate the impact on the program.

4. Administration and management

The awardee shall effectively manage all services identified in the tasks and organize work so that deliverables are completed within specified deadlines. To accomplish this, the awardee shall provide a management plan that assigns and manages work to efficiently accomplish these objectives. The applicant should indicate the specific organizational support that it will make available to this cooperative agreement and how it will manage the agreement within the overall organizational structure. OJJDP expects the project director to provide not less than 25 percent of his/her time to the project and that the assistant director will provide 50 percent of his or her time.

5. OJJDP's quality assurance surveillance plan

OJJDP will monitor, assess, record, and report on the awardee's technical performance under this cooperative agreement with respect to timeliness and quality of all deliverables, responsiveness or procedures, methods and guidelines for delivery of training, and the effectiveness of the marketing plan as reflected in the feedback received from the field.

OJJDP anticipates substantial collaboration between this Office and the award recipient during performance of the proposed activities. OJJDP bears responsibility for general oversight and redirection of the project, if necessary, and will review and approve all required activities at the various stages enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents the awardee develops or identifies for use during the project, with suggestions for modifications.

OJJDP will develop the quality assurance surveillance plan after award of the cooperative agreement and will base it on the agreement's approved quality control plan.

6. Meetings with the awardee

Throughout the life of the project, the awardee shall meet with the program manager as often as the program manager deems necessary, but no less than quarterly, to discuss project activities, plans, problems, and solutions. Where appropriate, the recipient will act jointly with OJJDP to modify the program plan or budget and to design data collection instruments.

7. Awardee reports

The awardee shall submit to the program manager monthly status reports of project activity and expenditures/outlays. Reports shall include information regarding actions taken in support of the tasks plan, scheduled training events, and analytical summaries of participant and requestor evaluations or scheduled events and will reflect costs expended to date on individual projects as well as cumulative costs expended for contract activity. The awardee shall submit this report no later than 10 working days after the last working day of each month.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application.

Please note: Although OJJDP has not assigned the materials that applicants provide in the Other Attachments specific point values, the peer reviewers will, when appropriate, consider these items when rating applications. For example, reviewers will consider any resumes the applicant submits when assessing management and organizational capabilities or will review project timelines when evaluating the applicant's project design. Peer reviewers will *not* review any additional information other than that specified below.

1. Project timeline

In the narrative, the applicant should include a timeline of proposed activities to meet the tasks outlined in the application guidance. The timeline should show the anticipated time to complete the tasks and who will serve as the lead/colead on the tasks. Once the grant is awarded, OJJDP will provide further guidance on activities to refine the timeline.

2. Geographic information

To help OJP develop a geographic information system (GIS) strategic planning capacity, Grants.gov applicants must provide the following two items of information on the geographic area(s) that the funded activity will serve ("service area[s]") in the formats specified below:

- **Physical address.** If the mailing address is a P.O. box, specify the physical address(es) of the location(s) where the applicant will provide services. 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.** Provide a road map (with local detail) with the service area(s) clearly depicted. Mark the map 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, e-mail them to OJJDP's Mapping Section, attention: Sarah Breen at sarah.breen@usdoj.gov

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria.

- Statement of the Problem (10 points)
- Goals, Objectives, and Performance Measures (10 points)
- Project Design (50 points)
 - Meets Announcement Requirements (30 points)
 - Strategy To Engage State Advisory Group Members (10 points)

- Plan for General Project Management and Monthly Reporting (10 points)
- Management and Organizational Capability (20 points)
- Budget (10 points)

See “Program Narrative,” page 7, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. OJJDP will screen applications initially to determine whether the applicant meets the eligibility requirements. An OJJDP peer review panel will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements (e.g., application is complete, meets formatting requirements, and is responsive to the programmatic requirements of the solicitation, etc.).

Peer reviewers’ ratings and any resulting recommendations are advisory only. DOJ will make all final grant award decisions. Applicants can find detailed information about OJJDP’s peer review process on the OJJDP Web site (ojjdp.ncjrs.org/funding/peerreview.html).

Additional Requirements

Information about the following additional requirements is available on the OJP Web site <http://www.ojp.usdoj.gov/otherrequirements.htm>:

- Civil rights compliance
- Anti-Lobbying Act
- Financial and government audit requirements
- DOJ information technology standards
- Single point of contact review
- Criminal penalty for false statements
- Compliance with Office of the Comptroller Financial Guide (<http://ojp.usdoj.gov/FinGuide>)
- Suspension or termination of funding
- Funding to faith-based and community organizations (if applicable)
- Nonprofit organization
- Government Performance and Results Act (GPRA)
- Rights in intellectual property.

OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their application.

Appendix A: Application Checklist

State Advisory Group Training Grant

Applicants must submit all applications electronically through Grants.gov.

- Application for Federal Assistance (SF-424).**
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Budget Detail Worksheet** must include a worksheet that identifies and a narrative that justifies all proposed costs.
- Program Narrative** must present a statement of how the applicant will develop and maintain the training program, a system for consumer feedback, a SAG Web site, a best practices package, and special projects at OJJDP's direction.
- Other Attachments** must include the following:
 - Resumes of key personnel.
 - Project timeline.
 - A quality control plan.
 - A technical proficiency statement.

Applicants must submit files attached to their Grants.gov application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.

Due Date

- Applicants must register by 8:00 p.m. ET, July 28, 2006.
- Applicants must submit completed applications by 8 p.m. ET August 18, 2006.

OJJDP will accept applications only through the Grants.gov online application system. OJJDP will not consider mailed or faxed applications.

Grants.gov: <http://www.grants.gov>

Customer Support: 800-518-4726

Appendix B: Grants.gov Registration Checklist

Organizations that have not previously registered with Grants.gov but who wish to apply for this solicitation must complete the following steps to gather the information needed to register.

- Get a DUNS number.** Organizations may call the toll-free request line at 1–866–705–5711 to obtain a DUNS number at no cost.
- Register with the Central Contractor Registry (CCR).** Organizations wishing to apply for funds through Grants.gov must register with the Central Contractor Registry. Go to www.ccr.gov or click the “Register with Central Contractor Registry (CCR)” link in Grants.gov and follow the registration instructions. During this process, your organization will be asked to designate one person to serve as the organization’s e-Business Point of Contact (EBiz POC).
- Designate an Authorized Organization Representative (AOR).** The e-Biz POC may authorize other individuals within their organization to submit applications through Grants.gov. If the AOR has not previously registered with Grants.gov, he/she should click on the “Complete First-Time Registration [Required]” link and provide the requested information. Once the registration is complete, the organization’s EBiz POC will be notified by e-mail and asked to approve the AOR.
- Register with a Credential Provider.** As part of the Grants.gov registration process, organizations will be asked to register with a credential provider. Click on the “Register with a Credential Provider” link and follow the instructions to register.

Definitions

The **E-Business Point of Contact (EBiz POC)** determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. This safeguards an organization from individuals who may attempt to submit grant application packages without permission. Only one EBiz POC is assigned per each organization’s DUNS number.

The **Authorized Organization Representative (AOR)** will have the ability to submit applications on behalf of an organization. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the system in grant application package forms, which require signatures. An organization can assign as many AORs as necessary.

More detailed instructions about registering with and applying for funds through Grants.gov are available on OJJDP’s Web site (<http://ojjdp.ncjrs.org/funding/gms.html>).

Applicants experiencing difficulties should call the Grants.gov customer support hotline at 800–518–4726.

Grants.gov: <http://www.grants.gov>

Customer Support: 800–518–4726
