



---

The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under the OJJDP FY 2007 Gang Prevention Coordination Assistance Program. This program furthers the Department's mission by assisting localities with existing anti-gang strategies to enhance coordination of local, state, and federal anti-gang resources. Funding is available to support salary and related expenses for coordinators with responsibility for organizing and overseeing anti-gang activities under two or more of the following strategies: primary prevention, secondary prevention, gang intervention, and gang enforcement. Awards will be made to support coordination of community-based anti-gang strategies.

# OJJDP FY 2007 Gang Prevention Coordination Assistance Program

## Eligibility

OJJDP invites applications from public agencies and private organizations (including faith- and community-based organizations).

(See "Eligibility," page 3.)

## Deadline

All applications are due by 8:00 p.m. E.T., on June 22, 2007.

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

## Contact Information

For assistance with the requirements of this solicitation, contact Phelan Wyrick, Gang Program Coordinator, at 202-353-9254 or [phelan.wyrick@usdoj.gov](mailto:phelan.wyrick@usdoj.gov), or Stephanie Rapp, Grants Program Specialist, at 202-514-9123 or [stephanie.rapp@usdoj.gov](mailto:stephanie.rapp@usdoj.gov).

Applicants must submit their applications through [Grants.gov](http://Grants.gov). The funding opportunity number is OJJDP-2007-1608. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

# CONTENTS

Overview.....	3
Registration.....	3
Deadline: Application.....	3
Eligibility.....	3
Faith-Based and Other Community Organizations .....	3
Program-Specific Information.....	4
Performance Measures.....	6
How To Apply.....	7
What an Application Must Include.....	7
Standard Form–424.....	7
Program Narrative.....	7
Budget and Budget Narrative.....	10
Indirect Cost Rate Agreement .....	11
Other Attachments.....	11
Selection Criteria.....	12
Review Process.....	12
Additional Requirements . . . . .	12

# OJJDP FY 2007 Gang Prevention Coordination Assistance Program CFDA # 16.544

## Overview

Youth gangs continue to have a significant adverse impact on youth, families, and communities across America. Leading gang experts and a growing number of communities have endorsed multi-strategy, multi-disciplinary approaches to reducing gang activity. The OJJDP FY 07 Gang Prevention Coordination Assistance Program provides funding for localities to enhance coordination of local, state, and federal resources in support of community partnerships implementing two or more of the following anti-gang strategies: primary prevention, secondary prevention, gang intervention, and gang enforcement. This program is authorized by Pub. L. No. 110-5, embedded secs. 101-104 and 20940; Pub. L. No. 109-108, 119 Stat. 2290, 2303 (OJJDP Gangs).

## Registration

Registering with [Grants.gov](http://Grants.gov) is a one-time process; however, if you are a first time registrant, it could take up to several weeks to validate and confirm your registration and for you to receive your user password. OJJDP highly recommends that you register as early as possible to prevent delays in submitting your application package by the specified deadline. There are three steps that you must complete before you may register: (1) Register with the Central Contractor Registry (CCR); (2) Register yourself as an authorized organization representative (AOR); and (3) Be authorized as an AOR by your organization. For more Information, go to [www.grants.gov](http://www.grants.gov). **Note: You must renew your CCR registration once a year. If you fail to renew your CCR registration, you may be prohibited from submitting a grant application through [Grants.gov](http://Grants.gov).**

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 22, 2007.

## Eligibility

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

**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 section under "Additional Requirements," page 12.

## **Program-Specific Information**

**Purpose.** The purpose of this program is to support and enhance the coordination of existing community-based gang prevention and intervention programs and strategies that are closely aligned with local law enforcement efforts.

Community-based gang prevention and intervention often involve multiple organizations and programs working in partnership to deliver complimentary services to the same or similar target populations. Effective coordination can help identify existing programs and resources and maximize their impact through information sharing, mutual referrals, joint case management, and collective action.

Funding is available to support salary and related expenses for coordinators with responsibility for organizing and overseeing anti-gang activities under two or more of the following strategies: primary prevention, secondary prevention, gang intervention, and targeted gang enforcement (see "Anti-Gang Strategies" below). If necessary, a small portion (up to \$30,000) of the awards under this program may be used to support service delivery under primary prevention, secondary prevention, or gang intervention strategies as described below. Awards will be made to support coordination of community-based anti-gang initiatives that involve law enforcement as an essential partner. Other partners must also be involved and may include schools, social services, community-based organizations, faith-based organizations, and businesses, among others. Applicants are also strongly encouraged to coordinate with the United States Attorney's office that covers their district. Successful applicants will demonstrate that community-based anti-gang activities consistent with two or more of the anti-gang strategies described below are operating with existing funding.

**Anti-Gang Strategies.** Gang activity is a complex social phenomenon that varies by age, level of gang involvement, and the severity of criminal and delinquent offending. Risk factors associated with the likelihood of joining a gang are distributed across individual, family, school, peer group, and community domains. Thus, no single program or strategy operating independently is likely to have a lasting effect in reducing gang activity. Comprehensive anti-gang initiatives, however, coordinate multiple approaches with recognition that each strategy plays a role towards a comprehensive effort. Localities across the nation have developed and adopted a wide range of responses to gangs, many of which fall into one of the following strategies:

- **Primary prevention** includes activities designed to reduce risk factors or increase protective factors among the entire population of youth and families in communities with significant levels of gang activity.
- **Secondary prevention** includes programs and services intended to decrease the likelihood of joining a gang among youth who have already displayed early signs of problem behavior or who are exposed to multiple known risk factors for gang activity. These services typically include some form of individual risk assessment and often focus on youth aged 7 to 14 and their families. Younger siblings and family members of gang-involved youth are particularly suitable for these services.
- **Intervention with high-risk or gang-involved youth** includes community-based programs that balance the delivery of services and educational and employment opportunities with supervision and accountability. Intervention services typically involve outreach to youth and families, individual risk/needs assessment, case management, service referrals, coordinated service delivery, and supervision.
- **Targeted gang enforcement** includes community-oriented and problem-oriented policing strategies with an emphasis on gangs, and collaborative enforcement strategies involving probation and prosecution to target high rate gang offenders, gang leaders, and serious violent offenders.

The goal of this program is to reduce gang activity in targeted communities through improved coordination of existing resources and activities that support multiple complimentary anti-gang strategies. This will be done by providing resources to strengthen the coordination function in existing multi-strategy anti-gang initiatives with anticipated outcomes of improved identification, use, and integration of existing local, state, and federal programs and resources.

Award recipients will provide semi-annual progress reports that will compare the status of existing partnerships and resource coordination with their baseline at the start of the project. Award recipients will participate in an “all sites” meeting during the first 12 months of the project period to share status of existing activities and coordination. A second “all sites” meeting will be held in the second 12 months of the project period, at which written reports and presentations on progress will be delivered.

- **Award Information**

Up to 12 awards of up to \$200,000 each will be made to support this 24 month project. Awards are to support coordination of anti-gang strategies. If necessary, a small portion

(up to \$30,000) of each award under this program may be used to support service delivery under primary prevention, secondary prevention, or gang intervention strategies as described above. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

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

## 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. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Reduce delinquency and gang activity.	Percent of program youth who offend or re-offend (arrested or seen at juvenile court for a new offense).	Number of program youth who offend or re-offend. Official records (police, juvenile court) are preferred data source.
Improve coordination, planning and development.	<p>Number of planning activities conducted. (Activities include meetings held, needs assessments undertaken, etc.)</p> <p>Number of program/agency policies or procedures created, amended, or rescinded.</p>	<p>Number of planning activities undertaken.</p> <p>Number of policies or procedures created, amended, or rescinded. (A policy is a plan or specific course of action that guides the general goals and directives of the program or agency.)</p>
Improve prevention/intervention program activities.	Number of program youth served.	Unduplicated count of number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
Reduce violent gang-related incidents in the target area.	<p>Percent decrease in gang-related incident arrests.</p> <p>Percent decrease in gang-related homicides.</p> <p>Percent decrease in gang-related aggravated assaults.</p>	<p>Number of gang-related incident arrests.</p> <p>Number of gang-related homicides.</p> <p>Number of gang-related aggravated assaults.</p>

	Percent decrease in gang-related robberies.	Number of gang-related robberies based on official records (police, court). (The operational definition for “gang-related” will be established by each grant recipient at the outset of the project and included on all progress reports.)
--	---	--

## 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 [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.544, and the funding opportunity number is OJJDP-2007-1608.

**A DUNS number is required.** 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 [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

## What an Application Must Include

### Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form used by most federal agencies, following the instructions it provides.

### 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 and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other

Attachments” sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. 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.

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of gang activity and related gang crime in the target area to be addressed by this project. 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 current attempts to address the problem with particular emphasis on existing anti-gang strategies of primary prevention, secondary prevention, gang intervention, and targeted enforcement. This section should describe existing partnerships and complimentary anti-gang activities. This section should also describe operational definitions that are currently being used in the target area to identify gangs, gang members, and gang-related incidents. Current local procedures for tracking gang-related incidents must be described.

- **Impact/Outcomes and Evaluation**

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 6.) 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/Program Design and Implementation” below) associated with this grant.

- **Project/Program Design and Implementation**

Applicants must clearly describe the specific actions that will be used to better coordinate and enhance existing anti-gang partnerships and strategies. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

This 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 area and target population and explain how enhanced coordination will improve partnerships and delivery of anti-gang strategies as described in the goals and objectives identified in the previous section.

Applicants should include a logic model that graphically illustrates how performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](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. 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.

This section should include details regarding existing and 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. Applicants must demonstrate that funding under this award will be used to accomplish new coordination activities that would not otherwise be funded through existing resources.

In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated in "Other Attachments," page 11.

- **Capabilities/Competencies**

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. It must describe the functioning of existing multi-disciplinary partnerships. 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.

Allowable costs under this program must focus on supporting and enhancing the coordination of anti-gang strategies. Such costs may include, but are not limited to: salary and related expenses for a coordinator and/or coordinator's assistant, equipment and supplies necessary to support the coordination function and information exchange between organizations, office space and local travel to support coordination, travel to support training and skills development, expenses related to securing meeting space, expenses related to data collection and analysis, and expenses for materials and mailings.

If necessary, a small portion (up to \$30,000) of the awards under this program may be used to support service delivery under primary prevention, secondary prevention, or gang intervention strategies as described above. Budget items intended for direct service delivery must be clearly identified in the Budget Detail Worksheet and the Budget Narrative and separated from other expenses related to coordination.

Applicants may not use grant resources to pay salary or overtime for partners, executives, or operational personnel for the sole purpose of participating in coordination activities or meetings.

Applicants must budget for participation in two "all sites" meetings during the project period. This should include travel expenses for up to 5 participants representing different anti-gang strategies for each meeting.

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. A Budget Detail Worksheet template is available at [www.ojp.usdoj.gov/Forms/budget.pdf](http://www.ojp.usdoj.gov/Forms/budget.pdf).

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity (coordination or service delivery). 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.

### Indirect Cost Rate Agreement

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can 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 [www.ojp.usdoj.gov/oc/indirectcosts.htm](http://www.ojp.usdoj.gov/oc/indirectcosts.htm).

### Other Attachments

Applicants must submit the following materials as attachments to their 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 Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html).)
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memorandums of understanding from all existing partners and likely future partners.
- **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, 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. 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 area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.
  - **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(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 Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@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/Program Narrative (25 points)
- Impact/Outcomes and Evaluation (15 points)
- Project/Program Design and Implementation (25 points)
- Capabilities/Competencies (20 points)
- Budget (15 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. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers’ ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards.

## **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
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm)