



The [U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), seeks applications for funding under the Expansion and Maintenance of the Model Programs Guide program. This program furthers the Department's mission by helping OJJDP grantees and subgrantees locate evidence-based juvenile justice programs and strategies that they can implement to enhance their likelihood for success.

OJJDP FY 2007 Expansion and Maintenance of the Model Programs Guide

Eligibility

OJJDP invites public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including secular and faith-based nonprofit organizations) to apply for funding under this program.

(See "Eligibility," page 3.)

Deadline

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

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

Contact Information

For assistance with the requirements of this solicitation, contact Heidi Hsia, Model Programs Guide Program Manager at OJJDP, at 202-616-3667 or heidi.hsia@usdoj.gov

Applicants must submit their applications through Grants.gov. The funding opportunity number is OJJDP-2007-1640. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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OJJDP FY 2007 Expansion and Maintenance of the Model Programs Guide CFDA Number: 16.548

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP), in fulfilling its mission to help states and communities create and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system, has developed and promoted the use of the Model Programs Guide since 2003. As an online database of evidence-based juvenile justice programs, the guide is an easy-to-use tool that enables practitioners to locate programs/strategies to implement and facilitates funders' efforts to identify proven programs on which to base their priority funding decisions. OJJDP is committed to using cutting edge technology to further develop this electronic technical assistance tool for nationwide use. This announcement seeks applicants to maintain and further develop the Model Programs Guide.

This program is authorized under the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C., Section 5631.

Registration

Registering with [Grants.gov](http://www.grants.gov) is a one-time process; however, if you are a first time registrant, it could take 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 when you submit your application package. There are three steps that you must complete before you may register: (1) Register with the central contractor registry (CCR), (2) register as an authorized organization representative (AOR), and (3) have your organization authorize you as an AOR. For more Information, go to www.grants.gov. **Note: You must renew your CCR registration once a year. If you fail to renew your registration, OJJDP may prohibit you from submitting your grant application through [Grants.gov](http://www.grants.gov).**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 8, 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 secular and faith-based nonprofit organizations).

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, DOJ invites and encourages faith-based and other community organizations that statutorily

qualify as eligible applicants under DOJ programs to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and other community organizations for awards on the same basis as other eligible applicants and, if they receive assistance awards, DOJ will treat these organizations on an equal basis with all other grantees in the administration of such awards. DOJ will not discriminate against or favor any eligible applicant or grantee on the basis of its religious character or affiliation, religious name, or the 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. Such organizations, however, may not use their DOJ grant award 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 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 section under "Additional Requirements" in this announcement.

Program-Specific Information

- **Goals, Objectives, and Deliverables**

OJJDP expects the winning applicant to achieve the following program objectives:

- Keep the Model Programs Guide current:
 - Contact listed programs at defined intervals to update organizational information;
 - Actively identify, review, and assess new programs;
 - Add and post new programs that meet the evaluation criteria, their descriptions, and performance indicators;
 - Apply geomapping procedures to new programs;
- Improve technical capacity, expanding and refining the database, and, generally, assuring ease, speed, and precision in searching the database;
- Coordinate and collaborate with other similar efforts by other agencies and within OJJDP;
- Promote the availability and use of the Model Programs Guide, demonstrating its use at conferences and through technical assistance.

Applicants should describe all products they will develop during the project period. The award recipient must submit semi-annual progress reports in the Grants Management System (GMS) by January 30 and July 30.

- **Award Information**

OJJDP expects to make one award and seeks applications for up to \$300,000 for a project period of one year from July 1, 2007, to June 30, 2008. The award is renewable for up to three additional optional years, depending on OJJDP's resources and the recipient's performance.

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.

OJJDP will make the award in the form of a cooperative agreement. OJJDP uses such agreements when the Office anticipates that it will substantially collaborate with the award recipient during performance of the proposed activities. OJJDP will review and approve all required activities as enumerated in the solicitation, including all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, and will suggest modifications. OJJDP and the recipient jointly will coordinate topics addressed and activities undertaken. Where appropriate, the recipient will act jointly with OJJDP to determine modifications to the project plan or budget and to design project activities. The OJJDP program manager will meet periodically with the recipient, at OJJDP's determination, throughout the duration of the project to discuss plans, activities, problems, and solutions. The award recipient will conduct the day-to-day activities of the project, including, specifically, operations, data collection, and database development.

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
To maintain and further refine and develop the Model Programs Guide to implementation of evidence-based practices.	<p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for quality, as determined by OJJDP.</p>	<p>Number of deliverables the grantee will submit to OJJDP.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for quality.</p>

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. Applicants can find complete instructions at www.grants.gov. If you experience difficulties at any point during this process, please 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 16.548, and the funding opportunity number is OJJDP-2007-1640.

DUNS number. The Office of Management and Budget requires all business and nonprofit applicants for federal funds to include a DUNS (Data Universal Numeric System) number in their applications for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to track and 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 www.dunandbradstreet.com to obtain a number. 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 that most federal agencies use, 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, using a standard 12-point font (Times New Roman is 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.) OJJDP will not count material required under the “Budget and Budget Narrative” and “Other Attachments” sections toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be 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 applicant should clearly delineate any connections between and among each of these sections. For example, the applicant should clearly derive goals and objectives directly from the problems to be addressed. Similarly, the applicant should clearly explain in the project design section 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 the need for this electronic tool. Applicants should describe any previous or current attempts to address the need.

- **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 measurement information they must provide.

Goals. This section must outline the specific goals of the project.

Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and the applicant should clearly connect them to the goals identified in the preceding section. The objectives should be measurable.

Performance Measures. OJJDP requires the award recipient to collect and report data in support of performance measures. (See "Performance Measures," page 5.) The recipient's 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.

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 mandatory performance measures. To determine those that apply to your application, visit ojjdp.ncjrs.gov/grantees/performance.html.

- **Project/Program Design and Implementation**

This section should describe what applicants propose to do and how they intend to do it.

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. The applicant should submit this timeline/milestone chart as a separate attachment as stipulated in "Other Attachments," page 8.

- **Capabilities/Competencies**

Applicants should demonstrate the organizational capacity to complete the work described in the "Program Design" section. The applicant should include a description of any similar projects it has undertaken previously.

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants must demonstrate the existence of a management structure that will support the achievement of the project's goals and objectives in an efficient and cost-effective manner. In particular, applicants must ensure that the tasks delineated in the project timeline are adequately staffed.

Applicants must support the description of their organizational and management capability by providing resumes of key personnel as stipulated in “Other Attachments,” page 8.

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 applicant calculated the cost. 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.

- **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.

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.

Other Attachments

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

- 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.)

- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of cooperation. Where appropriate, applicants should provide letters of support or commitment or memoranda of understanding (MOUs) from involved agencies and programs. Before an applicant receives an award, OJJDP may require applicant to submit a signed MOU. If an applicant fails to submit the document upon request, OJJDP will eliminate the applicant from consideration for an award.
- Sample informed consent forms, if appropriate.

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:

- **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 Dennis Mindoro at Dennis.Mondoro@usdoj.gov.

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (10)
- Impact/Outcomes and Evaluation (10)
- Project/Program Design and Implementation (50)
- Capabilities/Competencies (20)
- Budget (10).

See “Program Narrative,” page 6, 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.

Additional Requirements

- 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.