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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 Nonparticipating State Program. This program furthers the Department's mission of implementing the Juvenile Justice and Delinquency Prevention Act of 2002, as amended. In this context, the Department is assisting Wyoming in its development of secure and nonsecure alternatives for youth in custody and its revision and implementation of policies and procedures to address compliance with the core requirements of the JJDP Act of 2002.

## OJJDP FY 2008 Nonparticipating State Program, Wyoming

### Eligibility

Applicants are limited to public and private nonprofit agencies operating in Wyoming.

(See "Eligibility," page 4)

### Deadline

All applications are due by 8:00 p.m. E.T., on May 29, 2008

(See "Deadline: Application," page 3)

### Contact Information

For assistance with the requirements of this solicitation, contact Julie Herr, Program Manager, at (202) 307-5924 or [julie.herr@usdoj.gov](mailto:julie.herr@usdoj.gov).

Applicants must submit their applications through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1841. 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 2008 Nonparticipating State Program, Wyoming CDFA Number: 16.541

## Overview

OJJDP is soliciting applications from local public and private nonprofit agencies operating in Wyoming. Since the State of Wyoming does not participate in the Juvenile Justice and Delinquency Prevention Act (JJDP Act), Part B, Formula Grants Program, as amended, the state is ineligible to receive the fiscal year (FY) 2008 Formula Grants Program allocation authorized under Sections 221–223 of the Act (codified at 42 U.S.C. Sections 5631–5633), in the amount of \$570,000.<sup>1</sup> OJJDP thus holds these funds to competitively award them through the OJJDP FY 2008 Nonparticipating State Program, Wyoming, as authorized under Section 223(d) of the JJDP Act.

The purpose of this program is to assist Wyoming in developing a range of secure and nonsecure alternatives for juveniles in custody and in revising pertinent policies to address compliance with the core requirements of the JJDP Act, Sections 233(a)(11)(12)(13)(22) of the JJDP Act as codified at 42 U.S.C. 5633(a)(11)(12)(13) and (22) (core requirements). The program is authorized under the provisions of the Act, specifically, Section 223(d) of the JJDP Act.

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

## Deadline: 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 to receive your user password. OJJDP recommends that you register as early as possible to prevent delays in submitting 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) 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 do so, OJJDP may prohibit you from submitting an 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., May 29, 2008.

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<sup>1</sup> This amount is derived from a state allocation of \$600,000 for fiscal year 2008 less \$30,000, which will be awarded to the Wyoming Department of Family Services to support the activities of the Wyoming State Advisory Group Council on Juvenile Justice.

## Eligibility

Eligible applicants include public and private nonprofit agencies operating in Wyoming who propose alternatives to secure confinement settings that adhere to the core requirements of the JJDP Act. Applicants must propose the kinds of activities described in the four core requirements.

**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 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 them on an equal basis with all other awardees in the administration of such awards. DOJ will not favor nor discriminate 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 the awards. Faith-based organizations, however, may not use DOJ 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, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds may not discriminate in the provision of services based on a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, see the Civil Rights Compliance section under "Additional Requirements" in this announcement, which OJJDP encourages applicants to review.

## Program Specific Information

- **Purpose**

The State of Wyoming has elected not to participate in the JJDP Act Formula Grant Program. Since Wyoming does not comply with the Act's core requirements, the state will not be submitting a program plan for the FY 2008 Formula Grants Program.

Pursuant to Section 223(d) of the JJDP Act, if a state chooses not to submit a Formula Grants Program plan, fails to submit a plan, or submits a plan that does not meet the requirements of the Act, the OJJDP Administrator shall make the Formula Grants Program fund allotment available, under section 222(a) of the Act, to public or private nonprofit agencies within the state. The recipient agency must use the funds solely for use

in carrying out the activities described in the core requirements. These statutory core requirements require generally the following:

**Section 223(a)(11)** requires that juveniles who are charged with or who have committed offenses that would not be criminal if an adult committed them, alien juveniles in custody, and nonoffenders, such as dependent or neglected children, shall not be placed in secure detention or correctional facilities. This section does not pertain to juveniles charged with a violation of section 922(x) of Title 18 or a similar state law, juveniles who are charged with or who have committed a violation of a valid court order, or juveniles held in accordance with the Interstate Compact on Juveniles.

**Section 223(a)(12)** provides that juveniles alleged or found to be delinquent and those within the purview of section 223(a)(11) above shall not be detained or confined in any institution in which they have contact with adult inmates.

**Section 223(a)(13)** provides that no juvenile shall be detained or confined in any jail or lockup for adults. Certain exceptions may be applicable such as with regard to the detention of juveniles accused of nonstatus offenses who are awaiting an initial court appearance, provided detention otherwise complies with Section 223(a)(12). Other exceptions may also be available to areas or locations outside a standard metropolitan statistical area; have no existing acceptable alternative placement available; are located where travel conditions (e.g., a long distance or a lack of highway, road, or other ground transportation) do not allow for court appearances within 48 hours, so that a brief (not to exceed 48 hours) delay is excusable; or are located where unsafe conditions exist (e.g., severely adverse, life-threatening weather conditions that do not allow for reasonably safe travel), in which case the time for an appearance may be delayed until 24 hours after the time that such conditions allow for reasonably safe travel.

**Section 223(a)(22)** provides that states address juvenile delinquency prevention efforts and system-improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come in contact with the juvenile justice system.

- **Goals, Objectives, and Deliverables**

State and local facilities in Wyoming use secure custody to detain or confine juveniles in a manner inconsistent with sections 223(a)(11), (12), and (13) of the JJDP Act. To address this issue, the following activities are appropriate:

1. providing appropriate staffing to implement the Nonparticipating State Program, including, at a minimum, one full-time project manager and one full-time compliance monitor.
2. work with State Advisory Group in addressing state laws that allow for the secure detention of juveniles in a manner inconsistent with the core requirements of the Act.
3. developing and implementing local and statewide policies regarding juveniles in secure confinement that are consistent with the JJDP Act, specifically, policies that will reduce violations of sections 223(a)(11), (12), and (13).

4. involving schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups in reform efforts to increase coordination and cooperation within the criminal and juvenile justice systems.
5. creating a flexible network of services and programs that responds to local jurisdictions' needs and capabilities and that can be sustained with local resources over time. This network should be based on a strategy that will focus on jurisdictions with the most barriers to meeting the core requirements of the JJDP Act. These services include, but are not limited to, the following:
  - o appropriate secure and nonsecure juvenile facilities for the detention of juvenile offenders.
  - o intensive supervision in the juvenile's home as a placement alternative and the use of home detention, including electronic monitoring, when safe and appropriate.
  - o emergency foster care, shelter care, group care, and independent living arrangements.
  - o crisis intervention services, short-term residential crisis intervention programs, and nonsecure holdovers that can be used for conflict mediation, emergency holding, and the provision of emergency attention for youth with physical or emotional problems.
6. providing appropriate and consistent onsite training and technical assistance to all facilities in Wyoming (e.g., police departments, sheriff's departments, adult jails, court holding facilities, juvenile detention facilities, juvenile training schools, and adult prisons) with the capability of holding juveniles, pursuant to public authority.
7. implementing uniform and consistent data collection efforts at all facilities in Wyoming that hold juveniles securely, pursuant to public authority.

The JJDP Act requires states to address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system. Recognizing the complexity of this issue, OJJDP requires that when a state determines that disproportionate minority contact (DMC) exists, the state must provide in its Formula Grants Comprehensive 3-Year Plan and plan updates a description of specific delinquency prevention and system-improvement efforts designed to reduce DMC within its juvenile justice system, including law enforcement, courts, and corrections. In lieu of a 3-Year Plan, the applicant should describe the extent of the DMC problem, if one exists in the state, and describe activities the applicant will undertake during the project period to reduce DMC.

- **Award Information**

OJJDP anticipates that it will award up to \$570,000 to the successful applicant through a cooperative agreement for a project period of 2 years. The awardee must use at least \$513,000 to contract with local public or private nonprofit agencies to provide services to

reduce violations of the JJDP Act and may retain up to \$57,000 to manage the contracts and coordinate and provide technical assistance and training to the contractors. OJJDP will require the awardee to contract with American Indian tribes for at least \$42,350, the same amount that it would have required the state to disburse to tribes.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation by no later than September 30, 2008.

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

For a step-by-step guide, visit <http://www.ojp.usdoj.gov/gmscbt/>.

## 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 Awardee Provides
<p>Development and/or support of alternatives to secure confinement for delinquent and status offending youth in those localities that hold juveniles in violation of the Juvenile Justice and Delinquency Prevention Act of 2002, as amended.</p> <p>Proposing and ultimately adopting a Wyoming statute that changes charges against minors in possession of alcohol from a criminal offense to a status offense and/or a delinquent offense not punishable by secure detention and legislation that does not allow juveniles to be held in secure custody in jails and prohibits the sight and sound contact between juveniles and adults in secure facilities.</p>	<p><b>Outcomes</b></p> <p>Reduce Wyoming’s deinstitutionalization of status offender violations by 10 percent.</p> <p>Reduce Wyoming’s sight and sound separation violations by 10 percent.</p> <p>Reduce Wyoming’s jail removal violations by 10 percent.</p>	<p>Number of deinstitutionalization of status offender violations during the previous reporting period (i.e., during the previous 12 months).</p> <p>Number of deinstitutionalization of status offender violations during the current reporting period.</p> <p>Number of sight and sound separation violations during the previous reporting period (i.e., during the previous 12 months).</p> <p>Number of sight and sound separation violations during the current reporting period.</p> <p>Number of jail removal violations during the previous reporting period (i.e., during the previous 12 months).</p> <p>Number of jail removal violations during the current reporting period.</p>

Objective	Performance Measures	Data Awardee Provides
Complete the identification phase of the DMC requirement by the end of the first year of the project period.	<p><b>Output</b></p> <p>Identify percentage of minority youth contact with the justice system that is disproportionate to their representation in the general population.</p> <p>.</p>	<p>Number of minority and white juveniles who have contact with the justice system during the previous reporting period (i.e., during the previous 12 months).</p> <p>Number of minority and white juveniles who have contact with the justice system during the current reporting period.</p> <p>Number of minority and white juveniles in the population during the reporting period.</p>

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. As part of this initiative, Grants.gov provides a unified process for all customers of federal awards to find funding opportunities and apply for funding.

**Grants.Gov Instructions.** Applicants can find complete instructions at [www.grants.gov](http://www.grants.gov). Applicants experiencing difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov does not support the Microsoft Vista operating system nor can Grants.gov process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Applicants should save their documents using "Word 97-2003 Document (\*.doc)" format. Other disallowed file types include the following extensions: com, bat, exe, vbs, cfg, dat, db, dbf, dll, ini, log, ora, sys, and zip.

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.541, and the funding opportunity number is OJJDP-2008-1841.

**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 tracking entities receiving federal funds. The identifier is used to validate address and point of contact information. The DUNS number will be used throughout the award 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](http://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 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 the connections between and among each of these sections. For example, the applicant should derive the goals and objectives 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**

The applicant must demonstrate a clear understanding of the core requirements of the JJDP Act of 2002 and the manner in which they are being addressed—or not addressed—in jurisdictions across Wyoming. The applicant must provide and discuss data demonstrating the current rates of noncompliance with the JJDP Act in the context of defining the problem.

- **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 OJJDP will require grantees to provide.

**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.

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use to implement the proposed program. 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 population and explain how the strategy will achieve the goals and objectives identified in the previous section.

Applicants should include a logic model that illustrates how the performance measures they have chosen relate 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. OJJDP encourages applicants 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 award.

This 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.

Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. OJJDP will be offering additional training and guidance on the SMART system and this new requirement. In the interim, all applicants should register with the SMART system at <http://smart.gismapping.info>, and become familiar with the data and information that is currently available.

Finally, applicants should describe any research or evaluation studies that support the entire project design or any of its components. Applicants should note previous research related to their selected problem area to indicate their understanding of the causes of—and potential solutions to—the problems to be addressed. While OJJDP expects applicants 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.

**Timeline.** 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 for the duration of the award. Applicants should not use actual calendar months and years in their timelines; instead the timeline should use “Year 1,” “Month 1,” etc. (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline should be submitted as a separate attachment, as stipulated in “Other Attachments,” page 13. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

**Performance Measures.** To ensure compliance with the Government Performance and Results Act, Public Law 103–62, OJJDP requires applicants to collect and report data that measure the results of the activities they implement with this cooperative agreement (see “Performance Measures,” page 7). 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 associated with this cooperative agreement. OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). OJJDP will determine specific performance measures on a case-by-case basis after reviewing the applicant’s goals and objectives and program design/strategy and will negotiate performance measures with awardees post-award.

The project design must describe how the applicant, in cooperation with the State Advisory Group (items 1 and 3), will have an effect on the following:

1. state laws affecting the placement of juveniles in adult jails and lockups, status offenders and nonoffenders in secure detention or correctional facilities, and the issues surrounding the removal of such juveniles from those facilities.
2. state and local jurisdictions' understanding of and compliance with the core requirements of the JJDP Act, specifically how the development and implementation of alternative placements to adult jails and lockups will reduce violations of the Act.
3. state legislative, judicial, and executive branch activities related to the supervision and protection of status offenders and nonoffenders and jail removal.
4. implementation of delinquency prevention and system-improvement efforts to reduce DMC within the juvenile justice system and the ability to evaluate the effectiveness of such efforts and to monitor DMC trends over time.
5. establishment and maintenance of a strong working relationship among the applicant, the Wyoming State Advisory Group, and the Wyoming Department of Family Services to coordinate and enhance the project's statewide efforts to meet the JJDP Act's core requirements.

OJJDP strongly encourages a collaborative application between stakeholder agencies and organizations committed to addressing juvenile justice system improvements in Wyoming.

OJJDP requires states to submit annual performance reports, using OJJDP's Performance Measurement System. OJJDP requires states to submit aggregated performance measurement data from subawards and awards made by the state.

Performance measures for the Nonparticipating State Program include the following:

1. The awardee will reduce Wyoming's deinstitutionalization of status offender violations by 10 percent from the number of violations, as reported in the 2005 Compliance Monitoring Report, by the end of the project period.
2. The awardee will reduce Wyoming's sight and sound separation violations by 10 percent from the number of violations, as reported in the 2005 Compliance Monitoring Report, by the end of the project period.
3. The awardee will reduce Wyoming's jail removal violations by 10 percent from the number of violations, as reported in the 2005 Compliance Monitoring Report, by the end of the project period.
4. The awardee will complete the identification phase of the DMC requirement by the end of the first year of the project period.

Additional objectives leading to these outcomes should include:

- developing and supporting alternatives to secure confinement for delinquent and status offending youth in those localities that inappropriately hold juveniles in violation of the core requirements of the JJDP Act.
- proposing and ultimately adopting a Wyoming statute that changes minors in possession of alcohol from a criminal offense to a status offense (or a delinquent offense punishable by citation and not secure detention) and legislation that prohibits the secure custody of juveniles in adult jails and lockups and sight and sound contact between juveniles and adult inmates in secure facilities.

To better assure that funded programs produce positive outcomes, the awardee shall, to the extent practicable, give funding priority to programs and activities that have been proven effective through systematic and objective research. To enable local sub-awardees to implement evidence-based juvenile justice programs, OJJDP has developed the [Model Programs Guide](#), an online resource that provides information on a broad range of evidence-based juvenile justice programs.

- **Capabilities/Competencies**

Applicants must provide the following information to identify their management and organizational capabilities:

**Organizational Experience.** Applicants must concisely describe their experience with respect to the eligibility criteria and demonstrate how their experience and capabilities will enable them to achieve the goals and objectives of this initiative.

**Capacity for Collaboration.** Applicants must demonstrate that they have discussed this program with local and state-elected public officials or their staffs; the Wyoming State Advisory Group; the Wyoming Department of Family Services; key decisionmakers in the juvenile justice system such as juvenile court judges, associations of those involved in juvenile justice, the boards of public and private youth-service providers, and other groups whose cooperation/participation is essential to the success of the program. Applicants must describe how they will obtain this collaborative involvement on the part of such stakeholders.

### **Budget and Budget Narrative**

Applicants must provide a 24-month 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. As previously noted, applicants must demonstrate appropriate staffing levels, including, at a minimum, one full-time project manager and one full-time compliance monitor. Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

- **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, under costs for personnel, the applicant 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 detail worksheet should present a complete and detailed itemization of all proposed costs. A budget detail worksheet template is available at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.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 justify 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.

### **Other Attachments**

Applicants must submit the following materials in as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), Excel worksheet, 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 (see “Timeline,” page 10).
- résumés of all key personnel. Provide job descriptions outlining roles and responsibilities for all key positions that are currently vacant.
- other attachments as needed.

**Geographic Information.** To help OJP 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 the applicant has not determined the proposed multiple service areas, simply provide the requested information when available.

- **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)	(example with no street address)
ABC Associates	ABC Associates
123 First Street	First Street and Holiday Drive
Shrewsbury, PA 17361	Shrewsbury, PA 17361

- **Map and street description.** Provide a road map (with local detail) with the service area clearly depicted. Mark the map with information identifying the 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 via Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto: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 points)
- Impact/Outcomes and Evaluation (20 points)
- Project/Program Design and Implementation (40 points)
- Capabilities/Competencies (20 points)
- Budget and Budget Narrative (10 points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The [insert Program Office name] reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The Office of Juvenile Justice and Delinquency Prevention may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. 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. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with the Office of Juvenile Justice and Delinquency Prevention, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act 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
- Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).