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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under its FY 09 Court Appointed Special Advocates—Membership Services and Accreditation program. This program furthers the Department’s mission by providing funding for grants, resources, and accreditation for state and local Court Appointed Special Advocates programs.

# OJJDP FY 09 Court Appointed Special Advocates Program—Membership Services and Accreditation

## 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-based and community organizations) .  
(See “Eligibility,” page 3.)

## Deadline

Registration with [GMS](#) is required prior to application submission.  
(See “Registration,” page 3.)

All applications are due by 2:00 p.m., Eastern Time, on May 5, 2009.  
(See “Deadline: Application,” page 3.)

## Contact Information

For assistance with the requirements of this solicitation, contact Cecilia Duquela-Fuentes, Program Manager, at (202) 514-9372 or [Cecilia.Duquela@usdoj.gov](mailto:Cecilia.Duquela@usdoj.gov).

This application must be submitted through OJP’s [Grants Management System](#) (GMS). The Grants Management System Support Hotline at 1-888-549-9901, option 3.

**Note:** The hours of operation for the GMS Support Hotline are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2176.

# CONTENTS

Overview.....	3
Registration.....	3
Deadline: Application.....	3
Eligibility.....	3
General Statement of Eligibility.....	3
Faith-Based and Other Community Organizations .....	4
American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations.....	4
Program-Specific Information.....	4
Performance Measures.....	7
How To Apply.....	9
What an Application Must Include.....	10
Standard Form–424.....	10
Program Narrative.....	10
Budget and Budget Narrative.....	12
Indirect Cost Rate Agreement .....	12
Other Attachments.....	13
Selection Criteria.....	13
Review Process.....	13
Additional Requirements . . . . .	14
Attachment: Sample Project Abstract .....	16

# OJJDP FY 09 Court Appointed Special Advocates Program—Membership Services and Accreditation (CFDA #16.547)

## Overview

The Victims of Child Abuse Act of 1990, as amended (Public Law 101-647), mandates that all abused and neglected children involved in dependency proceedings receive timely, sensitive, and effective advocacy. The Act directs that a “court-appointed special advocate shall be available to every victim of child abuse or neglect in the United States that needs such an advocate.” The Court Appointed Special Advocates (CASA) Program ensures that abused and neglected children receive high quality representation in dependency court hearings. The successful applicant will provide information, technical assistance, and training to volunteer advocates who represent abused and neglected children in dependency hearings and to other child welfare system stakeholders at the local, state, regional, and national levels. This program is authorized by Section 217 of the Victims of Child Abuse Act, Pub. L. 101-647 (42 U.S.C. Section 13013).

## Registration

Applicants must register with GMS prior to applying. The deadline to register is 12:00 p.m. Eastern Time on May 5, 2009.

## Deadline: Application

The due date for applying for funding under this announcement is 2:00 p.m. Eastern Time on May 5, 2009.

## Eligibility

**General Statement of Eligibility.** OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized Indian tribes ) and private organizations (including faith-based and community organizations). OJJDP accepts joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

As set forth in the authorizing language in 42 U.S.C. Section 13013, the successful applicant: “(A) shall be a national organization that has broad membership among court-appointed special advocates and has demonstrated experience in grant administration of court-appointed special advocate programs and in providing training and technical assistance to court-appointed special advocate programs; or (B) may be a local public or not-for-profit agency that has demonstrated the willingness to initiate, sustain, and expand a court-appointed special advocate program.”

**Faith-Based and Other Community Organizations.** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, 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., remove 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.

If the applicant 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, visit the [Civil Rights Compliance](#) link, under "Additional Requirements" in this announcement.

**American Indian and Alaska Native Tribes and Tribal Organizations.** Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organizational and community-based experience in working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

## **Program-Specific Information**

- **Purpose**

During FY 2006, 3.3 million referrals of suspected child maltreatment were made to child protection agencies in the United States. An estimated 905,000 children were determined to be the victims of abuse or neglect. Almost 80 percent of the perpetrators of child maltreatment

were parents, and a significant number of abused and neglected children end up in our nation's foster care system.

Children in foster care face a complex child welfare system and significant barriers in their search for safe, permanent homes. Instability arising from transient placements can have lasting impact on a child's emotional, social, and educational development. Foster care youth are more likely to be involved with the criminal justice system than peers who have not been placed in foster care. OJJDP seeks to enhance services for children in foster care by ensuring that they receive effective representation in dependency hearings.

This program seeks to build on the national subgrants program for state and local CASAs that OJJDP developed in collaboration with the National CASA Association.

### **Goals, Objectives, and Deliverables**

To achieve its goals of serving and improving outcomes for children in the foster care system, providing effective advocacy for abused and neglected children, and funding programs that support cultural diversity and competency, OJJDP has established the following objectives:

- increasing the number of children receiving services under CASA programs.
- increasing the number of volunteer advocates serving children under CASA programs.
- matching of children to volunteer advocates by increasing the percentage of volunteer advocates recruited and trained who have ethnic, cultural, and racial backgrounds that are similar to the children served by CASA programs.
- increasing recruitment of volunteer advocates under CASA programs.

The successful applicant will develop and administer a membership accreditation and subgrants program for local and state CASA programs to assist those organizations in meeting the objectives described above. Subgrantees will use their awards to develop new CASA programs and provide CASA services in communities where representation rates are low, the numbers of abused and neglect children are high, and service systems are not meeting the needs of families and children. State CASA organization subgrantees may use their awards to strengthen their capacity to provide services to local programs.

The successful applicant will develop plans for achieving the above goals and objectives by designing and implementing the following activities:

- drafting a request for proposals for subgrant applicants to submit plans in one of the following areas:
  - new program development in unserved areas.
  - expansion of existing programs in areas with unmet need.
  - support for state CASA organizations in delivering services to constituent local CASAs.

- urban program demonstration projects to deliver new programs and services in urban areas.
- designing and administering the competitive process through which applicants will submit proposals.
- conducting an expert panel review of applications and selecting successful applicants.
- administering subgrant funds and monitoring the activities of subgrantees.
- holding subgrantees accountable for providing data on performance measures that reflect the program objectives identified above.
- reporting subgrantee performance measures to OJJDP semi-annually.
- developing a process to certify that subgrantees comply with CASA program standards established by the National CASA Association and identifying subgrantees that will receive appropriate assistance to support accreditation.
- developing and disseminating publications to increase recruitment of CASA volunteer advocates and share best practices with volunteers and other stakeholders within the dependency system, as approved by OJJDP.
- engaging partner organizations to improve services to children, families, volunteer advocates, and other stakeholders within the child welfare system.
- **Award Information**

OJJDP will make one award of up to \$11 million for a project period of 1 year. The award will be renewable for a period not to exceed 3 years. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

- reviewing and approve plans for the subgrant award process, including consulting with the successful applicant on expert reviewers and proposal scoring strategies.
- assisting the successful applicant in identifying relevant existing CASA resources.
- reviewing and approving subgrantee data collection plans.
- consulting with the successful applicant on the process for establishing accreditation for local and state CASAs.
- collaborating with the successful applicant on the topics of publications to be produced discretion.
- reviewing and approving all publications and solicitations before release.

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual’s specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual’s salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

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

## Performance Measures

To assist in fulfilling DOJ’s responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures, outlined in the table below, for which applicants selected for funding will be required to submit data during the grant period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures, and must discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>The objectives of the CASA Program—Membership and Accreditation are as follows:</p> <p>To increase the number of active local CASA programs.</p> <p>To enhance the</p>	<p>The following are mandatory measures for CASA Program—Membership and Accreditation.</p> <p>Percent of new, active local CASA programs.</p> <p>Percent of volunteer advocates that are new</p>	<p>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance measures data. For detailed information on specific measures and resources, see OJJDP’s Performance Measures Web page (<a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a>)</p> <p>Number of local CASA programs active during the reporting period.</p> <p>Number of new local CASA programs active during the reporting period.</p> <p>Number of enrolled volunteer</p>

<p>matching of children to volunteer advocates.</p> <p>To increase the number of volunteer advocates serving children under the CASA program.</p> <p>To increase the number of children receiving CASA volunteer advocacy services.</p>	<p>recruits.</p> <p>Percent increase in the number of advocate volunteers serving children.</p> <p>Percent increase in the number of new children receiving CASA volunteer advocacy services.</p> <p>Percent of children with a current report of substantiated or indicated child abuse or neglect during the reporting period.</p> <p>Percent of children who exited the CASA program through reunification, adoption, or legal guardianship since the most recent admission to foster care.</p>	<p>advocates who have ethnic, cultural, or racial backgrounds similar to the children served by the CASA program during the reporting period.</p> <p>Number of new volunteer advocates available to serve children during the reporting period.</p> <p>Number of volunteer advocates available to serve children during the reporting period.</p> <p>Number of children served during the reporting period.</p> <p>Number of children who started receiving services during the reporting period.</p> <p>Number of children served during the reporting period with a current report of substantiated or indicated child abuse or neglect.</p> <p>Number of CASA youth at the time of their most recent entry into foster care that left foster care during the reporting period.</p> <p>Number of CASA youth at the time of their most recent entry into foster care that left foster care during the reporting period through reunification, adoption, or legal guardianship.</p>
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In addition to these performance measures, OJJDP may require the grantee to address performance measures developed in collaboration with OJJDP.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).



## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, 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 16.547, titled "Victims of Child Abuse," and the Funding Opportunity Number is OJJDP-2009-2176.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering 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 to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration.** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## 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 with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered “1 of 30,” etc. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant must clearly delineate the connections between and among each of these sections. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem of ensuring that abused and neglected children receive high-quality representation in dependency court hearings. The applicant should use local and national data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant’s understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

**Project Abstract.** Applicants must include a project abstract as the first page of their Program Narrative. The abstract is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see “Impact/Outcomes and Evaluation/Performance Measures,” below). The abstract must

describe how the applicant will measure progress toward these goals (see “Sample Project Abstract,” page 16).

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program’s goals and objectives, applicants must be cognizant of the performance measures that OJJDP will require of successful applicants.

**Goals.** Applicants must describe the program’s intent to change, reduce, or eliminate the problem noted in the previous section and outline the project’s goals.

**Program Objectives.** Applicants must refer to the program objectives described on page 5. Applicants must explain how the program will accomplish these objectives. Objectives are specific, quantifiable statements of the project’s desired results. Applicants must clearly link objectives to the problem they identified in the preceding section. The objectives must be measurable. (Examples of measurable objectives 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.** OJJDP requires award recipients to collect and report data in support of performance measures. (see "Performance Measures," page 7.)

- **Project Design and Implementation**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives they identified in the previous section. OJJDP encourages applicants to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

**Logic Model.** Applicants must include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 13.

**Timeline.** Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). Applicants must submit the timeline as a separate attachment, as stipulated in “Other Attachments,” page 13. On receipt

of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **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 applicant will manage and staff the project. The applicant must clearly and evidently connect management and staffing patterns to the project design described in the previous section. This section must describe the experience and capability of the applicant's organization and any contractors who will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. If other partner organizations will assist with project activities, Memorandums of Understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute should be attached to the application.

### **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 a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how the applicant calculated it. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A budget 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 budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and justify all proposed costs listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs (if applicable).

### **Indirect Cost Rate Agreement**

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the

agency that provides the preponderance of direct federal funding. Applicants can review their organization's schedule of federal financial assistance to determine this. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

## **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- logic model (see "Logic Model," page 11).
- timeline or milestone chart (see "Timeline," page 11).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and Memorandums of Understanding, if applicable (see "Capabilities/Competencies," page 12).

## **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 (15).
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20).
- Project/Program Design and Implementation (25).
- Capabilities/Competencies (30).
- Budget (10).

See "Program Narrative," page 10, for detailed descriptions of the above criteria.

## **Review Process**

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP screens each 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 review the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. OJJDP will screen applications initially to determine whether the applicant meets all eligibility requirements. Peer review panel will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements. 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, OJP's Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, 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, OJP's Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards, will make all final grant award decisions.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations

- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

## **Attachment: Sample Project Abstract**

The following is a sample project abstract.

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