



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 Field Initiated Demonstration Program. This program furthers the Department's mission by fostering innovations and advancements in juvenile justice-related practice at the local, State, and tribal government levels.

OJJDP FY 09 Field Initiated Demonstration Program

Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized Indian tribes), and private organizations (including faith-based, community, and tribal organizations).
(See "Eligibility," page 3.)

Deadline

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

All applications are due by 8:00 p.m., Eastern Time, on May 26, 2009.
(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Kerri Strug, Grant Program Specialist, at 202-305-0702 or kerri.strug@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 Grants.gov/GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2180.

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OJJDP FY 09 Field Initiated Demonstration Program (CFDA #16.541)

Overview

The purpose of the Field Initiated Demonstration Program is to foster innovations and advancements in juvenile justice-related practice at the local, state, and tribal government levels. The program's goal is to demonstrate the practical implications for policy and practice of innovative programs that enhance juvenile justice and delinquency prevention. Authorization for this program may be found in the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667.

Deadline: Registration

Applicants must register with GMS prior to applying. The deadline to register is 8:00 p.m. Eastern Time on May 26, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on May 26, 2009.

Eligibility

General Statement of Eligibility. Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized Indian tribes), and private organizations (including faith-based, community, and tribal organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants. Eligible organizations and collaboratives must show evidence of operation for at least 1 year.

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.

OJJDP encourages applicants to review the [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

Program-Specific Information

The Field Initiated Demonstration Program provides start-up funding, not long-term support. OJJDP will consider only experienced applicants who have completed an assessment and planning process prior to applying under this solicitation. Applicants who receive awards should use OJJDP funds to implement a program strategy and develop a sustainability plan for continuing project activities when the award period ends.

- **Purpose**

The purpose of this program is to foster innovations and advancements in juvenile justice related practice at the local, state, and tribal government levels, as part of OJJDP's comprehensive effort to support programs that enhance juvenile justice and delinquency prevention.

While OJJDP seeks applications addressing a broad range of juvenile justice-related issues that support its mission, the agency is particularly interested in proposals that enlist diverse multidisciplinary agency and community involvement in solving problems and delivering services by using one of the following methodologies:

- innovative approaches that have yet to be tested through experimental research, but merit consideration since their relevance to public policy, practice, or theory may facilitate their practical application. Such innovations may incorporate results from quasi-experimental studies, multivariate analyses, and practitioner experience.
- enhancements to the applicant's current practices intended to address new or continuing juvenile justice problems and foster improvements in efficiency, practical application, flexibility, cost effectiveness, operational standards, partnership-building, and service delivery. Applicants must bear in mind that funds under this program cannot support existing program activities.

- **Goals, Objectives, and Deliverables**

The program's goal is to promote juvenile justice and delinquency prevention by expanding the knowledge base of effective juvenile justice and prevention practices and demonstrating the practical implications for juvenile policy of such demonstrations. OJJDP is particularly interested in receiving applications for innovative approaches to reentry, alternatives to detention, disproportionate minority contact, and truancy prevention.

OJJDP encourages applicants to use the most rigorous methods feasible for demonstrating promising strategies and innovative approaches in framing their goals and objectives.

Proposals should describe all products that will be generated from the program. In addition to the required semiannual progress reports in the Grants Management System (GMS), OJJDP will require each grantee to produce a final report, suitable for publication, at its discretion. Applicants are encouraged to identify additional deliverables such as articles in refereed journals.

- **Award Information**

OJJDP will award up to \$300,000 for a project period of up to 2 years.

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 reviewing and approving all activities, as enumerated in the solicitation, including timely review and approval of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the program. OJJDP and the grant recipient will coordinate topics addressed and services rendered. Where appropriate, the recipient will act jointly with OJJDP to determine modifications to the program plan or budget and to design data collection instruments. The OJJDP program manager will meet periodically with the recipient, at OJJDP's determination, throughout the project period. The award recipient will conduct the day-to-day activities of the project, including, specifically, operations, data collection, and analysis.

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.) This prohibition may be waived at the discretion of the OJP Assistant Attorney General. 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>To advance juvenile justice and delinquency prevention by expanding the knowledge base of juvenile justice and/or prevention practices and demonstrating practical implications for juvenile policy and practice.</p>	<p>The following are mandatory performance measures for grant recipients.</p> <p>Percentage of deliverables (e.g., reports, curricula, manuscripts) completed on time. Deliverables will differ depending on the project and should be outlined in the application.</p> <p>Percentage of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence.</p>	<p>OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance measures data. For detailed information on specific measures and resources, see OJJDP’s Performance Measures Web page (ojjdp.ncjrs.gov/grantees/pm).</p> <p>During the reporting period:</p> <p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.</p>

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at 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 16.541, titled "Part E – Developing, Testing and Demonstrating Promising New Programs," and the Funding Opportunity Number is OJJDP-2009-2180.

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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and 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 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.

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 applicant must directly derive the goals and objectives 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 that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Applicants should use local 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 the 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 Measure Data Collection Plan,” below). The abstract must describe how the applicant will measure progress toward these goals.

- **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 successful applicants to provide.

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 explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and 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 6.)

- **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 identified in the previous section.

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. The applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 11.

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). The applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 11. 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 that 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 partner organizations will assist with project activities, Memoranda of Understanding (MOUs) 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. Before an applicant receives an award, OJJDP may require the 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.

Eligible organizations and collaboratives must show evidence of operation for at least 1 year. To validate this eligibility requirement, applicants must provide the following information:

- mission statement of the organization or collaborative.
- background information on the organization or collaborative (e.g., date founded, names and titles of principals, etc.).
- funding sources over the past 12 months.
- description of planning activities carried out for the proposed program.

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. All funds listed in the budget will be subject to audit.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. 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.

- **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 provide justification for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must 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.

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. 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 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. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see "Logic Model," page 9).
- timeline or milestone chart (see "Timeline," page 9).
- 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 10).

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

See “Program Narrative,” page 8, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP will review 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 be reviewing the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers or a combination thereof 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 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. 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, 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, all final grant award decisions will be made by 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.

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.

- [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 the 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