



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 Nonparticipating State Program, Wyoming. This program furthers the Department's mission of implementing the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended. 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 policies and implementing procedures to address compliance with the core requirements of the JJDP Act.

OJJDP FY 09 Nonparticipating State Program, Wyoming

Eligibility

Applicants are limited to public and private non-profit agencies operating in Wyoming.

(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 21, 2009.

(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.

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 GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, Monday to Friday.

The Funding Opportunity assigned to this opportunity is OJJDP-2009-2208

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OJJDP FY 09 Nonparticipating State Program, Wyoming (CDFA Number: 16.541)

Overview

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) 2009 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 \$570,000.¹ Accordingly, OJJDP, will competitively award these funds through the OJJDP FY 2009 Nonparticipating State Program, Wyoming.

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 policies and implementing procedures to address compliance with the core requirements of the JJDP Act, Sections 233(a)(11), (12), (13), and (22) as codified at 42 U.S.C. 5633(a)(11)(12)(13) and (22) (core requirements). The program is authorized under the JJDP Act, specifically, Section 223(d).

Registration

Applicants must register with GMS prior to applying. The deadline to register is 8:00 p.m. Eastern Time on May 21, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, May 21, 2009.

Eligibility

General Statement of Eligibility. Eligible applicants include public and private non-profit agencies operating in Wyoming who propose a plan to systematically improve the State's adherence to the core requirements of the JJDP Act. Applicants must propose the types of activities described in the four core requirements.

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

¹ This amount is derived from a FY 2009 state allocation of \$600,000 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.

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.

Program Specific Information

- **Purpose**

The State of Wyoming does not comply with the JJDP Act's core requirements and has elected not to participate in the Act's Formula Grants Program. Accordingly, Wyoming will not submit a program plan for the FY 2009 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 non-profit agencies within the state. The recipient agency must use the funds solely for carrying out activities that support compliance with the core requirements. These statutory requirements are as follows:

Section 223(a)(11) provides that juveniles who are charged with or who have committed an offense that would not be criminal if committed by an adult, excluding --- juveniles who are charged with or have committed a violation of section 922(x)(2) of Title 18, United States Code, or of a similar State law; juveniles who are charged with or who have committed a violation of a valid court order; and juveniles who are held in accordance with the Interstate Compact on Juveniles; shall not be placed in secure detention facilities or secure or correctional facilities. Section 223(a)(11) also provides that juveniles who are not charged with any offense and are aliens or alleged to be dependent, neglected, or abused, shall not be placed in secure detention facilities or secure or correctional facilities.

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

Section 223(a)(13) provides that no juvenile will be detained or confined in any jail or lockup for adults except juveniles who are accused of nonstatus offenses and who are detained in such jail or lockup for a period not to exceed 6 hours—for processing or release; while awaiting transfer to a juvenile facility; or in which period such juveniles made a court appearance; and only if such juveniles do not have contact with adult inmates and only if there is in effect in the State a policy that requires individuals who work with both such juveniles and adult inmates in collocated facilities have been trained and certified to work with juveniles. Other statutory exceptions may apply to locations outside a metropolitan statistical area; have no existing acceptable alternative placement available; are located where conditions of distance to be traveled or the lack of highway, road, or transportation do not allow for court appearances within 48 hours, so that a brief (not to exceed an additional 48 hours) delay is excusable; or are located where conditions of safety exist (such as severe 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:

- providing qualified staffing to implement the Nonparticipating State Program, including at least one full-time project manager and one full-time compliance monitor.
- working with the Wyoming State Advisory Group to address state laws that allow for the secure detention of juveniles in a manner inconsistent with the core requirements of the JJDP Act.
- 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).
- 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 juvenile and criminal justice systems.
- 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 focuses on jurisdictions with the greatest

barriers to meeting the core requirements of the JJDP Act. These services include, but are not limited to, the following:

- appropriate secure and nonsecure juvenile facilities for the detention of juvenile offenders.
 - intensive supervision in the juvenile's home as a placement alternative and the use of home detention, including electronic monitoring, when safe and appropriate.
 - emergency foster care, shelter care, group care, and independent living arrangements.
 - 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.
- 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.
 - implementing uniform and consistent data collection efforts at all facilities in Wyoming that hold juveniles securely, pursuant to public authority.

The JJDP Act also 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 will award up to \$570,000 to the successful applicant through a cooperative agreement for a project period of 2 years. The award recipient must use at least \$513,000 to contract with local public or private non-profit 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. The successful applicant will also be required to contract with federally-recognized Indian tribes for approximately \$21,286, the same amount that the state would have been required 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 it will make any awards under this solicitation not later than September 30, 2009.

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% 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 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 project 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 Awardee Provides
<p>To develop and support 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>To propose and ultimately adopt:</p> <p>a state statute that changes charges against minors in possession of</p>	<p>The following are mandatory measures for the grant recipient.</p> <p>Percent increase in the number of partner organizations involved in the reform effort.</p>	<p>For information on specific measures and resources, see OJJDP’s Performance Measures Web page (ojjdp.ncjrs.gov/grantees/pm)</p> <p>Number of partner organizations involved in the reform effort at the start of the program period (includes schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups).</p>

<p>alcohol from a criminal offense to a status offense or a delinquent offense not punishable by secure detention; and</p> <p>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>To reduce the violations of the following JJDP Act core requirements by 10%:</p> <ul style="list-style-type: none"> • sight and sound separation • deinstitutionalization of status offenders • jail removal <p>To identify the percent of minority youth in contact with the justice system at each of OJJDP's specified nine DMC contact points.</p>	<p>Percent increase in the number of organizations with whom the grantee has coordinated program activities.</p> <p>Percent increase in number of training events conducted.</p> <p>Percent increase in the number of new local/statewide policies¹ regarding juveniles in secure confinement established or improved.</p> <p>Percent decrease in violations of each of the following JJDP Act core requirements:</p> <ul style="list-style-type: none"> • sight and sound separation • deinstitutionalization of status offenders • jail removal <p>Percent increase in number of DMC contact points for which data are being collected and reported</p>	<p>Number of partner organizations involved in the reform effort during the reporting period.</p> <p>Number of organizations with whom the grantee has coordinated program activities</p> <p>Number of training events conducted at start of the program period.</p> <p>Number of training events conducted during the reporting period</p> <p>Number of policies in place at the start of the program period.</p> <p>Number of new policies established or improved during the reporting period.</p> <p>Number of violations for each of the core requirements at the start of the program period, and during the report period..</p> <p>Number of DMC contact points for which data are being collected and reported at start of the program period</p> <p>Number of DMC contact points for which data are being collected and reported during the reporting period</p>
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¹Specifically, policies that will reduce violations of the JJDP Act's sections 223(a)(11), (12), and (13).

For more information on performance measures, 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-2009-2208.

DUNS Number. The Office of Management and Budget requires that all businesses and non-profit 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 <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.

What an Application Must Include

Standard Form–424

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

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced 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 connections among these sections must be clearly delineated. 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 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. In the context of defining the problem, applicants must provide and discuss data demonstrating the current rates of noncompliance with the Act.

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 applicants are expected 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. A project abstract must be included as the first page of the Program Narrative, and 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 will be implemented 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 progress towards these goals will be measured.

- **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 will be required of successful applicants.

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Applicants must set forth their vision for systematically improving Wyoming's adherence to the core requirements of the JJDP Act.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives must be quantified, measurable, and attainable within the timeframe of the 2-year project period and must be congruent with the overall project's goals and objectives (as listed on page 5-6 of this announcement).

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 7.) OJJDP requires grantees under the Nonparticipating State Program to submit semiannual progress reports, including the reporting of performance measure data. Applicants must provide a written statement of their commitment to collect and report data pertaining to the identified performance measures.

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the project period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged 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.

Specifically, the applicant must describe how, in cooperation with the Wyoming State Advisory Group, it will have an effect on the following:

- 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.
- state and local jurisdictions' understanding of and compliance with the core requirements of the JJDP Act, specifically, how the development and implementation of alternative placement to adult jails and lockups will reduce violations of the Act.
- state legislative, judicial, and executive branch activities related to the supervision and protection of status offenders and nonoffenders and jail removal.
- 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.

- establishment and maintenance of an effective 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 collaboration among stakeholder agencies and organizations committed to addressing juvenile justice system improvements in Wyoming.

Applicants should detail any leveraged resources from local sources, cash or in kind, to support the project and discuss plans for sustainability beyond the project 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 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). The timeline must 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.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. Applicants 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 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.

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; and such key decision makers as juvenile court judges, juvenile justice-related associations, the boards of public and private youth-service providers, and other groups whose participation is essential to the program's success. 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 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 its cost and showing how it was calculated. For example, personnel costs must show the annual salary rate and percent of time devoted to the project for each employee paid with grant funds. The budget worksheet must present a complete, detailed itemization of all costs. A 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.

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 12).
- timeline or milestone chart (see “Timeline,” page 12).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and Memoranda of Understanding, if applicable (see “Capabilities/Competencies,” page 12).

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (10 points)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20 points)
- Project/Program Design and Implementation (40 points)
- Capabilities/Competencies (20 points)
- Budget (10 points)

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 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 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