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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 Second Chance Juvenile Mentoring Initiative. This program furthers the Department's mission by supporting the development and enhancement of youth offender mentoring and transitional services during incarceration and after release to ensure that the transition to the community is safe and successful.

## OJJDP FY 09 Second Chance Juvenile Mentoring Initiative

### Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized Indian tribal governments) and private, nonprofit 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 8:00 p.m., Eastern Time, on June 15, 2009.  
(See "Deadline: Application," page 3.)

### Contact Information

For assistance with the requirements of this solicitation, contact Gwen Williams, Program Manager, at 202-616-1611 or [gwendolyn.williams@usdoj.gov](mailto:gwendolyn.williams@usdoj.gov) or Angela Parker, Program Manager, at 202-353-9252 or [angela.parker@usdoj.gov](mailto:angela.parker@usdoj.gov).

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3. 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-2009-2221

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# OJJDP FY 09 Second Chance Juvenile Mentoring Initiative (CFDA # 16.726)

## Overview

The Second Chance Act (P.L. 110-199) authorizes grants to government agencies and nonprofit groups to provide employment assistance, substance abuse treatment, housing, family programming, mentoring, victims support, and other services to help adult and juvenile ex-offenders make a successful transition from incarceration to the community. In support of the goals of the Second Chance Act, OJJDP will provide grants to support mentoring and other transitional services essential to reintegrating juvenile offenders into the community. The grants will be used for mentoring juvenile offenders during confinement, through transition back to the community, and post-release; transitional services to assist the reintegration of youth offenders into the community; and training in offender and victims issues. The legislative authority for this initiative can be found in the Juvenile Justice and Delinquency Prevention Act of 2002 and the Department of Justice Appropriations Act, 2009, Pub. L. 111-8.

## Registration

Applicants must register with GMS prior to applying. The deadline to register is 8:00 p.m. Eastern Time on June 15, 2009.

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on June 15, 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 tribal governments) and private, nonprofit organizations (including faith-based and community 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.

**Faith-Based and Other Community Organizations.** It is DOJ policy that 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., removing 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.** Tribal applicants are limited to federally recognized tribes, for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and partnerships with demonstrated organizational and community-based experience in working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal partnerships.

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**

Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support, and encouragement aimed at developing their competence and character. Youth offenders are at high risk for recidivism and have the greatest need for mentoring and other transitional support services. After release from incarceration, many young ex-offenders return to the environments that helped create their problems and do not have caring, mature adults to guide them through the challenges that they face. Community mentoring partnerships and collaboratives increase the capacity of local communities to implement mentoring programs through innovative cross-system collaboration among state, local, and tribal governments and public and private partners (such as community- and faith-based organizations).

- **Purpose**

The intent of the OJJDP FY 2009 Juvenile Second Chance Initiative is to support the successful and safe transition of youth offenders from correctional facilities to their communities. This Initiative will provide funding to develop, implement, and expand mentoring programs and transitional services. Applicants will be expected to integrate best practices into mentoring service models, develop strategies to recruit and maintain mentors, and assess and develop services to respond to the needs of youth offenders re-entering their communities. While such programs should be founded on best practices and proven principles, they should be led by collaboratives indigent to the community and designed according to local needs and resources.

- **Goals, Objectives, and Deliverables**

The Second Chance Youth Mentoring Initiative is designed to strengthen communities characterized by large numbers of returning youth offenders. Grantees will be expected to describe an evidence-based process that will match mentoring pairs during the youth's confinement and end with successful community reintegration, evidenced by lack of recidivism. The process will include the delivery of a variety of evidence-based program services both while the youth is in confinement and after he or she has been released to ensure that the transition from incarceration to the community is safe and successful. Funded mentoring projects should use validated and dynamic assessment tools to determine the risks and needs of offenders included in the project's target population.

The program's goals are to reduce recidivism among youth ex-offenders, enhance the safety of communities, and enhance the capacity of local partnerships to address the needs of youth ex-offenders returning to their communities.

- **Award Information**

Awards will be made for up to \$625,000 per award for an award period of up to 3 years. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

**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](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 (cash or in-kind)**

A 25% match is required, which may be cash or in-kind. A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of the 25% non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Award Amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's Share} = \text{Required Match}$$

**Example:** 75/25% match requirement

For a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \times 25\% = \$116,667 \text{ match}$$

**Performance Measures**

To assist the Department in fulfilling its 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 the Office will require applicants selected for funding to submit data during the grant period. OJJDP has an online system ([www.ojjdp-dctat.org](http://www.ojjdp-dctat.org)) for grantee transmittal of performance measure data. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and discuss their data collection methods. For detailed information on measures and resources, see OJJDP’s Performance Measures Web page ([ojjdp.ncjrs.gov/grantees/pm](http://ojjdp.ncjrs.gov/grantees/pm)). Mandatory performance measures for this solicitation are as follows:

<b>Objectives</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Establish or improve the administration of mentoring programs for at-risk, underserved youth, including the expansion of mentoring strategies and program design.	Increase in number of program mentors recruited.	During the reporting period:  Number of mentors at beginning of program.  Number of mentors at close of reporting period.
Enhance and improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training and technical assistance and other strategies.	Percent of program mentors successfully completing training.	Number of mentors.  Number of trained program mentors.  Number of mentors successfully completing training.
Improve outcomes for at-risk youth in mentoring programs by establishing and strengthening collaborative	Percent of trained program mentors with increased knowledge of the program	Number of trained mentors demonstrating increased knowledge of the program

<p>community approaches.</p>	<p>area.</p> <p>Program mentor retention rate.</p> <p>Number of grantees implementing an evidence-based program/practice*, as determined by OJJDP.</p> <p>Percent increase in youth enrolled since the beginning of the program (grant period).</p> <p>Percent of mentoring programs with active partners.</p> <p>Number of program youth served.</p> <p>Percent of program youth completing program requirements.</p> <p>Percent of program youth who offend/reoffend.</p> <p>Percent of program youth exhibiting desired change in the targeted behavior. Targeted behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.</p> <p>Percent of youth with whom an</p>	<p>area.</p> <p>Number of mentors who left the program.</p> <p>Evidence-based programs/practices implemented by grantee.</p> <p>Number of youth enrolled at the beginning of the program.</p> <p>Number of youth currently enrolled.</p> <p>Number of mentoring programs.</p> <p>Number of mentoring programs with active partners, including nonprofit service organizations, faith-based organizations, private industry, secondary and post-secondary education providers, vocational training providers, and other active partners.</p> <p>Number of youth carried over from the previous reporting period, plus new admissions during the current period.</p> <p>Number of youth who exited the program, successfully and unsuccessfully.</p> <p>Number of youth who exited the program having completed program requirements</p> <p>Number of youth with a new offense.</p> <p>Number of youth exhibiting a desired change in targeted behavior.</p>
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	evidence-based practice was used.	Number of youth served using an evidence-based practice.
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\*Evidence-based programs/practices have been shown, through rigorous evaluation and replication, to be effective at preventing/reducing juvenile delinquency, victimization, and related risk factors. They may be derived from a variety of valid sources, such as OJJDP’s Model Programs Guide, and may include practices adopted by agencies, organizations, and staff that are generally recognized as best practices, based on research literature and the degree to which it is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention/intervention.

For more information about OJJDP performance measures, 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 16.726, titled “Juvenile Mentoring Program,” and the Funding Opportunity Number is OJJDP-2009-2221.

**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 <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 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 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.). Local data should be used 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.

**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 Measure Data Collection Plan,” page 10). The abstract must describe how progress towards these goals will be measured.

**SMART.** Applicants must demonstrate that they have queried OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 13). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. All applicants must register with the SMART system at [smart.gismapping.info](http://smart.gismapping.info), and become familiar with the data, information, and functionality. Instructions specific to the FY 2009 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

- **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 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.

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 6.)

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the funding 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.

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.

All applicants will be expected to define and describe the following parameters of the mentoring program:

- youth population that the program will serve.

- types of individuals who will be recruited as mentors, such as neighborhood leaders, corporate employees, volunteers from the faith community, and college students.
- type of mentoring that the program will offer: one-to-one, group, team, peer or e-mentoring.
- structure of the mentoring program.
- other transitional services, such as socialization and life skills, housing assistance, family support, employment assistance, and educational services.
- nature of the mentoring sessions, such as, career involvement, academic support, and socialization.
- what the program will accomplish and the outcomes that will result for participants, including mentors, mentees and sponsoring organizations.
- when the mentoring will take place.
- how often mentors and mentees will meet and how long the mentoring matches should last.
- where mentoring matches primarily will meet, e.g., workplace, school, faith-based organization, juvenile corrections facility, community setting, or virtual community.
- who the program stakeholders are and how the program will be promoted.
- how to evaluate program success.
- establishment of case management protocol to assure that the program has regular contact with mentors and mentees concerning their relationship.

Mentoring services are expected to be a part of a comprehensive program plan and continuum of services that will serve the youth before and after release. It is critical that there be a component in place to link the juvenile offenders to the services in the community. A significant requirement will be the establishment or enhancement of a community mentoring collaborative or coalition that will serve to facilitate linkages and fill in service gaps to services in support of mentoring and other transitional services, i.e. educational services, employment assistance, socialization and life skills training, entrepreneurial training and exposure, substance abuse treatment, housing, family functioning, special recreational interests, etc. The mentoring partnership is intended to encourage collaboration among nontraditional partners that may not have mentoring as their primary mission, but have areas of common interest that include providing services and support to juvenile offenders. Examples could include faith-based organizations; for-profits, i.e., local businesses; physical and mental health organizations; substance abuse prevention organizations; social services; early childhood/elementary educational systems; educational/vocational entities; universities/colleges; and other governmental or tribal units and agencies. The purpose of this collaboration is to develop the community's capacity to provide mentoring services for juvenile offenders and to facilitate the communication, collaboration, and the delivery of mentoring services among service providers, community stakeholders, and governmental partners. Priority will be given to proposals that

seek to expand existing partnerships among a broad spectrum of organizations. Special consideration will be given to initiatives that seek to pilot innovative approaches to mentoring.

Applicants should present evidence-based programs or incorporate best practices based on research and consider a variety of mentoring approaches.

Research at the national level has shown that there are key elements that support successful youth aftercare programs. Accordingly, applicants are expected to focus on the following elements in designing their aftercare plan:

- Services and mentoring relationships should begin in the correctional facility and be reintegrative.
- Assessments of the youth offenders must be made to determine appropriate services.
- Frequent service contacts are key to success.
- Mentoring is particularly effective if it can be maintained over the long term.

Priority consideration will be given to applications that include a plan to implement activities that have been demonstrated effective in facilitating the successful reentry of youth offenders; and to those that provide for an independent evaluation that includes, to the maximum extent feasible, random assignment of offenders to program delivery and control groups.

**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)). 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.

## **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. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

- **Budget 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 and detailed itemization of all proposed costs. A 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 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](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.

- SMART data (see "SMART," page 10)
- 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.

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

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

## **Review Process**

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP 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. 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](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.