

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Juvenile Drug Courts Training and Technical Assistance Program. This program furthers DOJ's mission by building the capacity of state and local jurisdictions to implement best practices for drug court programs.

OJJDP FY 2010 Juvenile Drug Courts Training and Technical Assistance Program

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public school systems, universities and colleges, federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the *Federal Register*)), private organizations (including faith-based, tribal and community organizations), and institutions of higher education (including tribal institutions of higher learning), with demonstrated expertise in assisting communities develop, maintain, and enhance juvenile drug courts and family drug courts.

(See "Eligibility," page 3.)

Deadline

Registration with OJP's [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 8) All applications are due by 5:00 p.m., Eastern Time, on June 15, 2010.

(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours, seven days a week.

For assistance with any other requirement of this solicitation, call Mark Morgan, Program Manager, at 202-353-9243 or e-mail him at mark.morgan@usdoj.gov, or Jennifer Yeh, Program Manager, at 202-616-9135 or email her at jennifer.yeh2@usdoj.gov.

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OJJDP FY 2010 Juvenile Drug Courts Training and Technical Assistance Program (CFDA # 16.585)

Overview

OJJDP's FY 2010 Juvenile Drug Courts Training and Technical Assistance Program seeks to build the capacity of state and local jurisdictions to implement best practices for drug court programs. The goal of the Juvenile Drug Court Training and Technical Assistance Program is to build the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to maintain, and enhance existing drug courts for substance-abusing juvenile offenders. OJJDP is seeking a provider to deliver training and technical assistance (TTA) to juvenile drug courts about how to implement the 16 Strategies of Effective Juvenile Drug Courts (hereafter referred to as the Strategies) and other juvenile drug court best practices.

This program is authorized by 42 USC 3797u-8.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. eastern time on June 15, 2010. Please see the "How to Apply" section, page 8 for more details.

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting communities develop, maintain, and enhance juvenile drug courts and family drug courts. OJJDP encourages organizations or agencies with expert knowledge of such drug courts to apply. For-profit organizations must agree to waive any profit or fees for services. 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.

Program-Specific Information

- **Purpose**

The program's purpose is to provide TTA to multidisciplinary teams for juvenile drug courts and to enhance their capacity and effectiveness. OJJDP seeks a TTA provider with extensive experience in providing peer-to-peer training and technical assistance about how to use, implement, and enhance the Strategies. The link to "*Juvenile Drug Courts: Strategies in Practice*" is: <http://www.ncjrs.gov/pdffiles1/bja/197866.pdf>. The provider should have substantial experience conducting assessments of technical assistance needs, developing and conducting training on the Strategies, effectively communicating and collaborating with drug courts, and conducting post-training evaluations. The program's overall objective is to build the

capacity of service delivery through providing online, Web-based, and face-to-face individual and group training sessions.

For the purposes of this solicitation, the term “drug court” means a specially designed court calendar or docket; a separate or special jurisdiction court is neither necessary nor encouraged. The provider will provide TTA to juvenile drug courts that are required by law to target nonviolent offenders. The term "violent offender" means a juvenile who has been convicted of, or adjudicated delinquent for, a felony-level offense that-- (1) has as an element, the use, attempted use, or threatened use of physical force against the person or property of another, or the possession or use of a firearm; or (2) by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. 42 USC 3797u-2(b).

- **Goals, Objectives, and Deliverables**

Goal. The program’s primary goal is to provide training and technical assistance to juvenile drug court professional multidisciplinary teams and court practitioners to operate, maintain, enhance, and expand juvenile drug courts.

Objectives. The program’s objectives include the following:

- using a triage method to assess and address the national training and technical assistance needs for juvenile drug courts and to recommend a delivery strategy to OJJDP
- developing, implementing, expanding, and enhancing TTA materials and activities based on the Strategies and other juvenile drug court best practices
- providing TTA to juvenile drug courts that will build capacity, assess needs, initiate strategic planning, implement appropriate program improvements, evaluate program performance, and help sustain juvenile drug court programs
- providing juvenile drug courts with local and regional training that will enhance their knowledge and skills based on the Strategies and other best practices.

Deliverables

The successful applicant will develop protocols for the assessment and delivery of technical assistance by:

- developing uniform TTA request and response protocols
- providing proactive, culturally competent, comprehensive, and user-friendly TTA, including developing publications, teleconferencing, peer-to-peer consultations, onsite TTA, and ongoing TTA by phone and e-mail
- developing and maintaining a TTA Web site or portal page to include information produced by the TTA provider, tools for grantees, links to appropriate resources including the Drug Court Resource Center, and a mechanism for requesting TTA and providing feedback, to be maintained on a site designated by OJJDP

- developing a tool for grantees to assess their progress in achieving the goals of their grant
- conducting site visits for Juvenile Drug Court (JDC) grantees according to needs identified by the grantee or the TTA provider, and preparing a report after each site visit that summarizes findings and recommended next steps
- identifying and maintaining a list of expert consultants for TTA support to grantees, with consultants representing all major drug court team disciplines
- planning for and hosting distance learning opportunities such as Webinars and subject-specific conference calls
- developing and maintaining a listserv of JDC grantees, for regular updates and communication among JDC grantees
- identifying and summarizing best practices and lessons learned to share with other jurisdictions regarding implementing or expanding drug court programs
- assisting grantees in collecting and reporting on program performance measures and identifying trends from the performance measurement data submissions
- supporting national partners on related projects and maintaining a presence at national or state drug court conferences and training events (while budgeting travel costs appropriately)
- creating an instrument for TTA customer evaluation and feedback to communicate their level of satisfaction with the services provided, and tracking and reporting results to OJJDP

Amount and Length of Awards

It is anticipated that one award of up to \$1 million will be made to implement this program for a project 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. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2010.

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and

justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Research, human subjects, IRB review, and confidentiality

All applicants for OJP funds are advised that the Department of Justice defines *research* as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of “research.” All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. Match is not required for this program.

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application is Expected to Include,” page 10, for additional information. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantees Provide
<p>Provide process to request TTA.</p> <p>Provide proactive, culturally competent, comprehensive, and user-friendly TTA.</p>		<p>OJJDP has an online system for grantee performance measures data reporting. To access, see ojjdp.ncjrs.gov/grantees/pm</p> <p><i>During the reporting period:</i></p>
<p>To provide TTA to existing juvenile drug courts.</p>	<p>Number of training requests received</p>	<p>Number of training requests received</p>
	<p>Number of technical assistance requests received</p>	<p>Number of technical assistance requests received</p>
	<p>Number of program materials developed.</p>	<p>Number of program materials developed</p>
	<p>Number of planning or training events held</p>	<p>Number of planning or training events held</p>
	<p>Number of people trained.</p>	<p>Number of people trained.</p>
	<p>Percent of people exhibiting increased knowledge of the program area.</p>	<p>Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).</p>
	<p>Number of program policies changed, improved, or rescinded.</p>	<p>Number of program policies changed, improved, or rescinded.</p>
	<p>Percent of organizations reporting improvements in operations based on training and technical assistance.</p>	<p>Number of organizations that receive training and technical assistance.</p> <p>Number of organizations reporting improvements in operations based on training and technical assistance.</p>
	<p>Percent of those served by training and technical</p>	<p>Number of those served by TTA</p>

	assistance who reported implementing an evidence based program and/or practice during or after the TTA	Number of those served by TTA who reported implementing an evidence based program and/or practice during or after the TTA
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*Evidence-based programs/practices have been shown, through rigorous evaluation and replication, to be effective. 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 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

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following:

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://www.grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.585, titled "Drug Court Discretionary Grant Program" and the funding opportunity number is OJJDP-2010-2732.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact OJJDP staff within **24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application is Expected to Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

Standard Form 4-24

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

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. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of 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 to be addressed by this project. Applicants must demonstrate a clear understanding of training and technical assistance issues pertaining to the implementation and operation of Juvenile Drug Courts based on the Strategies.

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 "Performance Measures Requirements," below). The abstract must describe how progress towards these goals will be measured.

- **Performance Measures Requirements**

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 report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information.)

- **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.

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 connected 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 implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under “Eligibility,” page 3, applicants must provide signed and dated letters of support or Memoranda of Understanding (MOUs) for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it
- description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

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. The budget should cover the entire award period.

- **Budget Detail 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 detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- **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 detail 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.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

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.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: http://www.ojp.gov/funding/forms/financial_capability.pdf.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 6).

Other Attachments

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

- timeline or milestone chart (see "Timeline," page 11)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see "Letters of Support/Memoranda of Understanding," page 12)

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem/Program (15 points)

2. Performance Measures Requirements (10 points)
3. Project/Program Design and Implementation (40 points)
4. Capabilities/Competencies (25 points)
5. Budget (10 points)

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

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for 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.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–federal taxes certification requirement

Appendix: Application Checklist

OJJDP FY 2010 Juvenile Drug Courts Training and Technical Assistance Program

The application check list has been created to aid you in developing your application.

Eligibility Requirement:

Public agencies (including state agencies, units of local government, public school systems, universities and colleges, federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the *Federal Register*))

Private organizations (including faith-based, tribal and community organizations)

Institutions of higher education (including tribal institutions of higher learning)

Requested amount does not exceed \$1,000,000

The Application Components:

Statement of the Problem

Project/Program Design and Implementation

Capabilities/Competencies

Budget Narrative

Budget Detail Worksheet

Performance Measures Requirement

Program Narrative/Abstract Format:

Double-spaced

12-point standard font

1" standard margins

Narrative is 30 pages or less

Other:

Standard 424 Form

DUNS Number

Project Timeline

Position Descriptions

Letters of Support/MOUs

Certifications

Other standard forms as applicable (see page 13), including:

Disclosure of Lobbying Activities (if applicable)

Accounting System and Financial Capability Questionnaire (if applicable)

Indirect Cost Rate Agreement (if applicable)