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 National Girls Institute solicitation. This program furthers DOJ's mission by developing and providing a range of training, technical assistance, and resources to state, tribal, community, and private organizations that serve at-risk and delinquent girls. The successful applicant will propose an approach that promotes the use of promising and evidence-based programming and strategies that are culturally- and gender- sensitive.

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Eligibility

Applicants are limited to public agencies, including state agencies, units of local government (including federally-recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, community, and tribal organizations).
(See "Eligibility," page 3.)

Deadline

Registration with Grants.gov is required prior to application submission. (See "How To Apply," page 7.) All applications are due by 5:00 p.m., Eastern Time, on June 30, 2010. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, call Janet Chiancone, Research Coordinator, at 202-353-9258 or e-mail her at janet.chiancone@usdoj.gov or call Cecilia Duquela-Fuentes, Program Manager, at 202-514-9372 or e-mail her at cecilia.duquela@usdoj.gov.

Grants.Gov number assigned to announcement: **OJJDP-2010-2763**

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OJJDP FY 2010 National Girls Institute
(CFDA # Number 16.540)

Overview

OJJDP seeks to establish a National Girls Institute (NGI) that will advance the understanding and application of promising and evidence-based prevention, intervention, treatment, and aftercare programs and services for delinquent and at-risk girls. NGI will accomplish its mission through a broad range of activities, including training and technical assistance; information dissemination; collaboration with researchers and program developers; partnership with federal, state, and local agencies; policy development; and other leadership functions. This solicitation is authorized by Sections 221–223 of the Juvenile Justice and Delinquency Prevention Act (JJDP Act), 42 U.S.C. §§ 5631-5633.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJJDP encourages applicants to register with Grants.gov several weeks before the application deadline of 5:00 p.m. Eastern Time, on June 30, 2010. See "How To Apply," page 7, for details.

Eligibility

OJJDP invites applications from public agencies, including state agencies, units of local government (including federally-recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, community, and tribal organizations).

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and financial management purposes) and the others indicated as co-applicants.

Program-Specific Information

- **Purpose**

Since the passage of the Juvenile Justice and Delinquency Prevention Act in 1974 and the creation of OJJDP, the juvenile justice community has recognized that girls who are at risk of entering or who have entered the delinquency system often present issues and exhibit needs that differ from those arising from boys. Yet, because delinquency prevention, intervention, and treatment programs have been customarily designed with boys in mind, it is unclear how well girls respond to these interventions. In addition, while many states and communities implement programs to prevent and address female delinquency, little is known about whether these programs work as intended.

Over the past two decades, OJJDP and other federal and state agencies have sponsored a number of activities to enhance our understanding of girls' delinquency, to identify promising

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and evidence-based approaches to address the needs of at-risk and delinquent girls, and to assist and strengthen the agencies and practitioners who work with them. OJJDP's principal activity in this area has been the establishment of the Girls Study Group in 2004. The group sponsored a series of studies to gain a better understanding of girls' involvement in delinquency and to guide the development, testing, and implementation of strategies to prevent and reduce girls' delinquency. For information about OJJDP's activities related to understanding and preventing girls delinquency, including links to the Girls Study Group bulletins, see OJJDP's Girls' Delinquency Web page (www.ojjdp.ncjrs.gov/programs/girlsdelinquency.html).

OJJDP expects that the National Girls Institute will translate the information learned through the Girls Study Group, as well as other research and expert knowledge, for practitioners and policy makers. NGI will serve as OJJDP's national training and technical assistance provider for promising and evidence-based practices in girls delinquency prevention, intervention, and treatment.

- **Goals, Objectives, and Deliverables**

The overall goal of this initiative is to improve girls' delinquency programming and practices at the national, state, and local levels. OJJDP will expect the NGI, as the national training and technical assistance provider for girls' delinquency prevention, intervention, and treatment, to undertake a range of activities. Primary objectives include:

- developing and implementing multi-level training and technical assistance to improve the job performance of individuals and service delivery systems of states, tribes, communities, and organizations working with at-risk and delinquent girls and their families;

- developing and disseminating information, using different means, to advance understanding of the causes and correlates of girls' delinquency; provide guidance on how programs can improve their response to the needs of girls and their families; and improve policies and practices that may contribute to bringing girls further into the system;

- identifying information, resources, current practices, policies, laws, and regulations that inadequately support the needs of at-risk and delinquent girls and preparing recommendations that address these gaps; and

- facilitating communication and collaboration with other federal, state, tribal, and national and community-based organizations that serve or are concerned about girls.

The activities outlined above should incorporate information acquired from research on the needs of girls and their families and from promising and evidence-based programming and practice. They should address the multiple levels of the system (schools, law enforcement, courts, probation, detention, corrections, and aftercare). Activities and materials should be gender-sensitive and culturally relevant.

OJJDP will expect the successful applicant to collaborate with other OJJDP training and technical assistance providers to coordinate efforts to provide services to states, tribes, communities, and service providers.

Deliverables in the initial year of this 3-year project will include:

- establishment of an OJJDP National Girls Institute Web site

- assessment of the current training, technical assistance, and informational needs of state, tribal, and local entities that serve at-risk and delinquent girls and their families

- development of standards of practice for those who work with girls in custody (e.g., juvenile detention and correctional facilities)

- providing content updates for OJJDP's Web-based resource, which provides the results of a gender review of risk assessment instruments and treatment-focused instruments for justice-involved youth (https://www.nttac.org/GirlsStudyGroup/instruments1.cfm).

At the end of the first year, the grantee should plan to submit a comprehensive report that summarizes the anticipated activities and deliverables for the project's second and third years. These activities and deliverables should be based on the field's identified needs and gaps.

In the project's third year, the grantee should plan to conduct a National Girls Symposium in collaboration with OJJDP.

Amount and Length of Awards

OJJDP will make one award through this solicitation of as much as $500,000 per year for a 3-year period. Based on performance and the availability of funds, awards will be made for years two and three of up to $500K for each year. Applicants should submit a 3-year budget although funding will just be awarded for year- one. The total amount over the 3-year period will be $1.5 million.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver. With respect to any award of more than $250,000 made under this solicitation, grantees may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) 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. (DOJ will not consider any such additional compensation to be matching funds where match requirements apply.)

The Assistant Attorney General for OJP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their

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application. Unless applicants submit a waiver request and justification with their application, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service he or she will provide, 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.

Match Requirement. Match is not required for this program.

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 Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

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 9, 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:

Objectives	Performance Measures	Data Grantees Provide
To advance the understanding and application of promising and evidence-based prevention, intervention, treatment, and after-care programs and services for delinquent and at-risk girls.

To implement a broad range of activities, including training and technical assistance; information dissemination; collaboration with researchers and program developers; partnership with federal, state, and local agencies; policy development; and other leadership functions. | Number of training requests received.

Number of technical assistance requests received.

Number of program materials developed.

Number of planning or training events held.

Number of people trained.

Percent of people exhibiting increased knowledge of the program area.

Number of program policies changed, improved, or rescinded.

Percent of organizations reporting improvements in operations based on training and technical assistance. | During the reporting period:

Number of training requests received.

Number of technical assistance requests received.

Number of program materials developed.

Number of planning or training events held.

Number of people trained.

Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).

Number of program policies changed, improved, or rescinded.

Number of organizations that receive training and technical assistance.

Number of organizations reporting improvements in operations based on training and technical assistance. |

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

Applicants should submit their applications through Grants.gov. Complete instructions on how to register and submit an application can be found at www.grants.gov. Applicants who experience difficulties during this process, should call the Grants.gov Customer Support Hotline at 1–800–518–4726. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required for 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 tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 1–866–705–5711 or apply online at www.dnb.com to obtain a DUNS number. 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. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Access information about CCR registration procedures 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. Your organization can have more than one AOR.

5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.540, titled "Juvenile Justice and Delinquency Prevention - Allocation to States" and the funding opportunity number is OJJDP-2010-2763.

6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** OJJDP urges applicants to submit their applications at least 72 hours prior to the due date 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 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 <u>not</u> 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-424

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 applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives 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. Applicants should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

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

Project Abstract. Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see Performance Measures Requirements, below). The abstract must describe how the applicant will measure progress toward these goals.

- **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 OJJDP will require successful applicants to provide.

Goals. Applicants must describe the program's goals.

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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. OJJDP requires award recipients 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 to comply with OJJDP's performance measures reporting requirements. OJJDP encourages award recipients 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, OJJDP will require award recipients 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 they will use to achieve the goals and objectives they identified in the previous section. OJJDP encourages applicants to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

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. Applicants must submit the logic model 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). Applicants must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 13. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. 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. Applicants submitting a joint application, as described under "Eligibility," page 3, must provide signed and dated letters of support or memoranda of understanding (MOUs) for all key partners that include the following:

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- 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; and

- 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.

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 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.

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

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

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

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 11)

- timeline or milestone chart (see "Timeline," page 11)

- résumés of all key personnel

- job descriptions outlining roles and responsibilities for all key positions

- letters of support/memoranda of understanding from partner organizations (see "Letters of Support/Memoranda of Understanding," page 11).

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Selection Criteria

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

1. Statement of the Problem/Program Narrative (20 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (35 points)
4. Capabilities/Competencies (30 points)
5. Budget (10 points)

See "Program Narrative," page 9, 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 applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review 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. Peer review panels will evaluate, score, and rate eligible applications. 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.

All final award decisions will be made by the OJJDP Administrator, who also may 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. OJP encourages applicants 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

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- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- 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.

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Appendix: Application Checklist

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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 (including federally recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register)
_____ Public universities and colleges (including tribal institutions of higher education)
_____ Private organizations (including faith-based, community, and tribal organizations)

_____ **The amount requested does not exceed $500,000 per year.**

The Application Components:
_____ Statement of the Problem
_____ Project Abstract
_____ Performance Measures Requirements
_____ Project Design and Implementation
_____ Capabilities/Competencies
_____ Budget Narrative
_____ Budget Detail Worksheet

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
_____ Certifications
_____ Logic Model
_____ Project Timeline
_____ Résumés
_____ Position Descriptions
_____ Letters of Support/MOUs
_____ Other Standard Forms (if applicable)
    _____ Disclosure of Lobbying Activities
    _____ Tribal Authorizing Resolution
    _____ Indirect Cost Rate Agreement
    _____ Accounting System and Financial Capability Questionnaire